

## 1. Basic Information

### a) BRIEF HISTORY OF THE BIKANER WORKSHOP

Foundation stone of Bikaner workshop was laid by late Shri Ganga Singhji Bahadur, Maharaja of Bikaner state on 18<sup>th</sup> March 1925 on outskirts of Bikaner Town at Lalgah. The workshop started functioning w.e.f. 1<sup>st</sup> March 1926. It was under State Government upto 01.04.1949 and thereafter under Central Government upto 01.04.50. With the reorganization of Railways, the workshop became a part of Northern Railway w.e.f. 14.04.1952. On formation of new zone w.e.f. 01.10.2002, it is now under the jurisdiction of NORTH WESTERN RAILWAY.

Initially this workshop was meter gauge workshop. The workshop was carrying POH of steam locomotive, MG wagon repair and coach POH. This workshop was connected to BG track on 02-02-1994 after gauge conversion of BTI - LGH section.

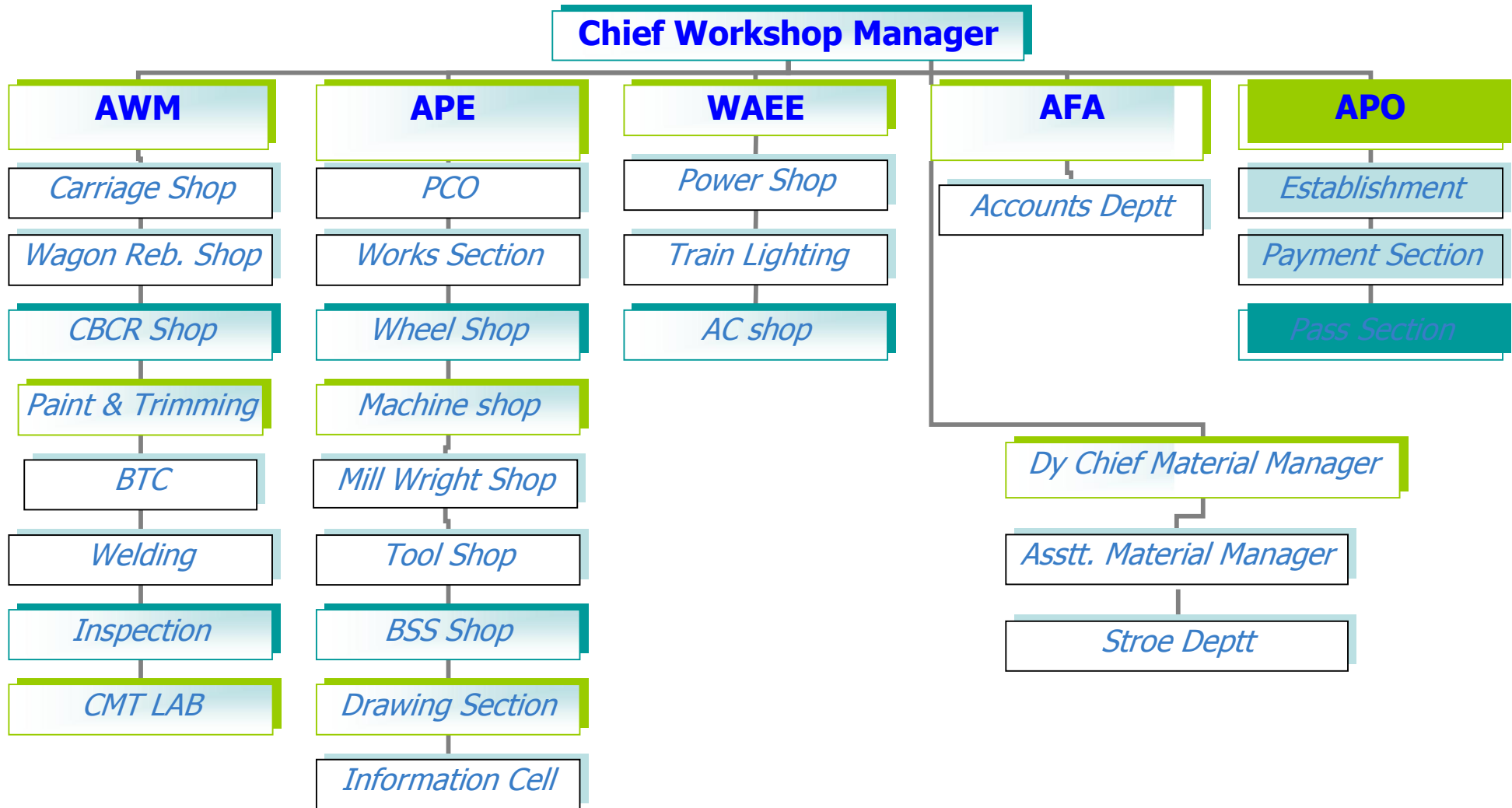
After closure of steam locomotive POH and wagon POH activity, this workshop is now entrusted with periodic overhauling of MG coaches with a target of 35 MG coaches per month upto March 2009. At present, BG BOXN wagon rehabilitation work has been started from April 2009 with an initial target of 10 wagons per month and achieved 28 Wagons per month from Dec. 09. The present target for 2010-11 is 24 MG Coaches POH, 20 BOXN Rebuilding and 36 ICF BG Bogie IOH.

### b) BIKANER WORKSHOP AT A GLANCE :

Total Area	:	141226 sq m (approx.)
Total Covered Area	:	24292 sq m (17 % of Total)
Rail Track within Workshop	:	8880 Meter (MG) 920 Meter (BG)
Power requirement	:	53892 Units
No. of M&P	:	171 Nos
Present outturn	:	30 Coach + 20 Wagon + 64 Bogie IOH (BG)
ADDRESS	:	North Western Railway Workshop
TELECOMMUNICATIONS	:	<b>Tel. No. Rly.</b> 097-44250 <b>Tel. No.</b> 0151-2212989

**Fax No. :-0151-2212293**

**c) Organization Chart of Bikaner Workshop**



## 2. FUNCTIONS POWERS & DUTIES

### a) Chief Workshop Manager

**Chief Works Manager** has overall administrative and managerial control of the following Units of Bikaner Workshops. Among other things, Monitoring progress of output, planning of works and M&P, Establishment and Welfare matters of staff , day to day working:

- a) Co-coordinating work of all the Units, liasoning with NW Railway Headquarter Office, Western Railway , other railway authorities, various field units of which rolling stock is given POH and repairs and Rehabilitation at these shops.
- b) Liaison with Engineering department for various Engineering works for Office building & workshop shed etc
- c) Power delegated under Schedule of Power Part 'A' to 'E' by General Manager, North Western Railway.
- d) Establishment and Welfare matters of the staff and supervisors of all units of Bikaner workshops
- e) Appellate Authority for all units of Bikaner workshops under Right to Information Act 2005.

## MECHANICAL BRANCH

### b) Asstt. Works Manager :

- a) Co-ordinates the repair activities of coaches & Wagons and their sub assemblies.
- b) Planning of development activities of Repair Shops.
- c) He shall be the quality manager of all repaired stock.
- d) **Overall control of feeding & outturn of MG coaches and BOXN Wagons.**
- e) He shall personally look after the work of modification, repairs of inspection carriages & special stock, AC coaches, Corrosion and rehabilitation of coaches or wagon. monthly calling in programme.
- f) He has been delegated powers as per SOP Part A to E by GM of the North Western Rly.
- g) Any other duties/work assigned from time to time.

### c) Asstt. Production Engineer :

- a) Over all supervision of manufacturing shops viz. Wheel Shops, Machine Shops, Smithy Shops, Millwright Shop .
- b) Over all control of production control organization.
- c) To plan and ensure most productive and the best method of Production and the most productive use of machines.
- d) To determine the standard time for each operation by following the analytical method of fixing rates.
- e) Liaison with Store department for availability of various items required by the shops.
- f) Monitoring of submitted proposals and material schedules for M&P and RSP programs and duly approved timely sent to HQ.

- g) He has been delegated powers as per SOP Part A to E by GM of the North Western Rly.
- h) Any other duties /work assigned from time to time

**d) SSE INCHARGE**

- a) The workshops are divided into various Shops, which are under the supervision of SSE who have under them Section Engineer, Junior Engineer to assist them in the work of supervision.
- b) To achieve the targeted out-turn & Focusing attention on quality.
- c) Ensuring that the products and services satisfy customers needs.
- d) Implementing & improving standards in those areas where performance is required.
- e) Improving efficiency & quality.
- f) Any other duties /work assigned from time to time

**e) OTHER SUPERVISORS (SSE, SE, JE-I and JE-II):**

- a) These supervisors are subordinate to top level supervisors.
- b) Plan and execution of day to day targeted out turn
- c) Ensure Production and services of desired quality.

**f) SE/ Drawing:**

They work under guidance of Aisstt. Production Engineer and carry out various work related to drawing.

**g) Lab Supervisors:**

They work under guidance of Dy. CCMT / Carriage workshop , Ajmer and carry out various test and analysis in the Lab. The Incharge Supervisor is fully responsible and accountable for the work allotted to his unit.

**h) STAFF:**

The artisan staff working under various shops carry out day to day repair, maintenance and other activities under the direction of supervisors mentioned as above.

## **PERSONNEL BRANCH**

**i) ASSISTANT PERSONNEL OFFICER**

He is incharge of personnel Branch . He is to discharge the following function & duties. :

- i) Establishment matters of its employees, includes : recruitment under sports quota, compassionate ground, Selection, suitability and trade tests are conducted , promotion reversion transfer etc., fixation of seniority, maintaining service records, monthly payment, payment of arrears and claim. Incentive Bonus and PLB Bonus, Advances from Govt. funds and from employees provident funds, settlement of retiring employee. Trg. Of Act Apprentices under 1961 Act. Dealing with provisions of conduct rules and

Disciplinary rules. Compensation of Accidents and death and Man Power planning.

- ii) **Industrial relations** : There are two recognized and two unrecognized unions , namely NWREU and UPRMS, recognized and SC/ST and OBC Associations are unrecognized. Apart from day to day negotiations, periodical meetings are organised as PNM and informal with these Unions and Associations . Under these negotiations employees grievances are discussed and redressed
- iii) **Judicial Cases :** There is a legal Branch established under personnel branch, dealing with the Court cases filed by its employees at various level of Judiciary, viz- CATs, High Courts and Supreme Courts.
- iv) **Welfare Activities : Personnel branch also deals with Welfare Activities of their employees viz -:**
  - i. Allotment of Rly Accommodations, Disbursement of funds under staff benefit funds, Management of Rly School, Canteens, Clubs and Sports activities over Rly.
  - ii. -Implementation of provision of Factory act and other Acts, Viz payment of Wages Act, Minimum Wages Act, Workman Compensation Act and Industrial Dispute Act.
  - iii. Welfare measures are being carried out with assistance of Welfare
  - iv. Branch headed by Chief Personnel Inspector with team.

There are different sections in each workshop dealing with different work relating to personnel branch. These sections are supervised by Chief Office Supdt. And Office Supdt.. Supervisor of each section is fully responsible for work allotted to their section. They report directly to APO . Employees are responsible for work allotted to them and are directly reporting to their Supervisors Power delegated under Schedule of Power Part 'A' to 'E' by General Manager, North Western Railway & Railway Board under Discipline & Appeals Rules Schedule I, II & III. Power delegated to public Information Officer under Right to Information Act 2005.

**j) MINISTERIAL STAFF**

- i. They are responsible to keep all the record of his section like seniority list, service sheet, appointment on compensatory ground, recruitment of apprentices, indent, cadre, PCDO disposal of general information, settlement related work, pass of employees, accident reports, Hindi related work, PF & other advances, wages of staff, leave records, PF records etc.
- ii. Upkeep of records pertaining to PF and other advance, personal cases & all other records that are kept in the section.
- iii. To maintain the records of time keeping.
- iv. Any other duties /work assigned from time to time

**ACCOUNTS BRANCH**

**k) ASSISTANT FINANCIAL ADVISOR (WORKSHOP & STORES)**

He is overall incharge of all function of Account office working as Associate Account & finance to Bikaner Workshop & Stores.

Over all supervision of Finance& Accounts office –Store Accounts, Finance, Books, Budget Workshops Manufacturing Suspense, Costing and Audit &

Inspection, Establishment, Pension, Provident Fund, Incentive, Expenditure and Stock Verification.

### **3. NORMS SET BY ORGANISATION FOR THE DECISION MAKING PROCESS**

**a) Chief Workshop Manager :**

To ensure implementation of policy guidelines on technical, establishment Administrative and other matters issued by NW Railway Headquarter Office, Railway Board, RDSO/ Lucknow, ICF/Chennai, RCF/Kapurthala, CAMTech. All establishment and staff welfare issues. Work assigned by NW Railway Headquarter Office from time to time.

**b) AWM /APE**

They take the guidance from CWM for the work under their control. They exercise the control over the supervisors under them and fully responsible and accountable for the system under them.

**c) Supervisors:**

The Supervisors work under the guidance of the concern officers and carry out POH/Repairs/Manufacturing activities in the shop with the help of allotted staff. About 09 main sections headed by Sr. Supervisor's carry out various activities and the incharge supervisor is fully responsible and accountable for the work allotted to his unit.

**d) WAEE:-**

He is responsible for implementing the policy guidelines received from HQ/Railway Board/RDSO for all the works under him including workshops, powerhouse, outside workshop area and establishment matters. He exercises all control over the system and staff under him within powers delegated and overall accountable for the system.

**e) APO (Workshop)**

He is responsible to take decision regarding establishment matter for the staff & supervisors of workshop in accordance with the rules.

He is ensuring control over establishment matter concerning to Workshop.

**f) AFA(Workshop Accounts & Store)**

Assistant Financial Advisor being overall incharge in all matters relating to the Accounts staff working in organization at Bikaner.

### **4. NORMS SET BY ORGANISATION FOR THE DISCHARGE OF ITS FUNCTIONS: –**

Important norms set by North Western Railway HQ/Railway board for effective discharge of the functions: -

#### **MECHANICAL BRANCH**

<b>ACTIVITY</b>	<b>MONTHLY TARGET</b>
POH OF MG CONVENTIONAL COACHES	30 Coaches

WAGON OUTTURN	20 BG Wagon
BG ICF BOGIE IOH	64 Nos

## **ELECTRICAL BRANCH**

<b>ACTIVITY</b>	<b>MONTHLY TARGET</b>
ELECTRICAL WORK OF POHed MG CONVENTIONAL COACHES	30 Coaches
UPKEEP AND MAINTENANCE OF POWER SUPPLY & ELECTRICAL EQUIPMENT	

## **PERSONNEL BRANCH**

Personnel branch deals with the personnel matters of its employees. Suo-motto and on receipt of claims.

Dealing Staff deals with the subject under supervisions of sections supervisors and put up to personnel Officers who either take his own decision, under his powers and or put-up to competent authority i.e. either to respective Asstt. Officer, the incharges of Workshop and or CWM under his power.

## **ACCOUNTS BRANCH**

To manage the office working, a set up of different sections as under.

1. ADMINISTRATION SECTION
2. ESTABLISHMENT SECTION
3. PROVIDENT FUND SECTION :-
4. SETTLEMENT/ PENSION SECTION :-
5. EXPENDITURE SECTION
6. FINANCE SECTION
7. BUDGET SECTION
8. BOOKS SECTION
9. WORKSHOP MANUFACTURING SUSPENSE & COSTING SECTION
10. INCENTIVE SECTION
11. STORES SECTION
12. INSPECTION & AUDIT OBJECTION SECTION
13. CO-ORDINATION SECTION
14. STOCK VERIFICATION BRANCH :-

## **5. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY IT'S EMPLOYEES FOR DISCHARGING ITS FUNCTIONS**

Following documents/Manuals are kept by North Western Railway Workshop, Bikaner in various location Carriage Shop, Wagon Shop, Electrical Shops , Personnel Branch, BTC, Lab organization & Accounts for necessary guidance for discharging their duties.

- i). Indian Railway Establishment Code I & II
- ii). Indian Railway Mechanical Code
- iii). Works Manual
- iv). Indian Railway engineering Code
- v). Indian Railway Finance code I & II
- vi). Schedule of Powers A to E issued by General Manager
- vii). Indian Railway Accident Manual
- viii). Factory Act 1948
- ix). Workman compensation Act
- x). Payment of wages Act
- xi). Service conduct Rules 1966
- xii). Pass and Pension Manual
- xiii). Accounts Code - Part-I,
- xiv). Provident Fund Manual
- xv). Finance Manual
- xvi). Engineering Code
- xvii). Store Code I & II
- xviii). Inspection Manual
- xix). An Introduction Railway
- xx). Administration & Finance
- xxi). Manual of Railway Pension Rules.
- xxii). Indian Electricity Act 1956
- xxiii). Indian Electricity Rules 1959
- xxiv). Electricity supply Act 1948
- xxv). Regulation of track crossing 1987

In addition manual/codes in above documents/ Manuals, The following are also kept by

**Note :-** All document are available at Railway Board Web site

<http://www.indianrailways.gov.in/>

## **6. STATEMENT OF THE CATEGORIES OF DOCUMENTS WHETHER HELD BY IT OR ITS CONTROL: -**

Following documents/Manuals are kept by Bikaner Workshop for discharging the duties.

- i). Service record of the employees
- ii). Passes/PTO's and Leave records
- iii). Technical specification and tender schedules and contracts, if any
- iv). General condition of contracts
- v). Schedule of payment to contractors, if any
- vi). Grievance Registers for staff
- vii). Policy files.
- viii). Dealing files



- ix). Seniority list
- x). Incumbency
- xi). Code, Manuals , Text books etc.
- xii). Personal Cases
- xiii). Other related documents of its employees.

**7. THE PARTICULARS OF ANY ARRANGEMENT THAT EXIST FOR CONSULTATION WITH , OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.**

-----Nil-----

**8. STATEMENT OF THE BOARD COUNCIL COMMITTEES AND OTHER BODIES CONSIST OF TWO OR MORE PERSONS CONSTITUTED AS IT'S PART OR FOR THE PURPOSE OF ITS ADVISE AND AS TO WHETHER MEETINGS OF THOSE BOARDS COUNCIL COMMITTEE'S AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR THE PUBLIC.**

A Committee of Officers formed to deal with public representation related to North Western Railway Workshop, Bikaner

- i). **Appellate Authority** : **Chief Workshop Manager**
- ii) **Asstt. Public Information Officer** : **Asstt. Production Engineer**
- iii). **Public Information Officer** : **Asstt. Personnel Officer**

**9. DIRECTORY OF OFFICERS OF BIKANER WORKSHOP :**

Name of the Officer ( Shri)	Designation	Telephone No.				Mobile
		Railway		BSNL		
		Office	Res.	Office	Res.	
R. L. GAJJA	CWM	44250	44251	2212989		9001197450
Vacant	AWM	44252	44253			
Vacant	APE	44254	44255	2212293		
R.P.Meena	WAEE	44258				9001197451
Sh.P. K. JOSHI	APO					
Sh. M. S. DANGI	AFA	44260		544782		9001197101
vacant	SMM	44766	44769	2211811		9001197751

Sh Rajesh Bhatiya	AMM	44767				9001197752
Sh. Vijay Singh	COS(W)	45655				
Sh. Subhash Meena	SSE(POWER)	44264		2252073		9001197670
Sh. Ashwani	SSE(TL)	44264		2253264		9001197669
Sh.	SE(AC)	45644				
Sh. R.N.Sharma	SSE/PRG	45602				9001197651
Sh. Surendra Solanki	SSE/PLG&RFG	45643				9001197650
Sh. M. Ojha	SSE/INSP.	45684				9001197663
Sh	SSE/MACH.	45612				
Sh.Rameshwar Lal	SSE/Paint	45614				9001197665
Sh. S. Singh	SSE/Wagon	45615				9001197652
Sh. Ghan Shyam Pd.	SSE/BG	45616				9001197655
Sh. Raghubir Singh	SSE/Wheel	45613				9001197661
Sh. L.P. Upadhyay	SSE/MW	45659				9001197656
Sh. K. M. Babu	SSE/Tool	45601				9001197666
Sh Heera Lal	SSE/Carpenter.	45689				9001197662
Sh.Deepak raj bhati	SSE/Carr. Ftg	45680				9001197667
Sh	TIME OFFICE	45681				
Sh	LAB.	45644				
Sh. O.P.Sharma	SSE					9001197653
Sh. Praveen Vasisth	SSE					9001197654
Sh. Ghan Shyam Pd.	SSE					9001197655
Sh. L.P. Upadhyay	SSE					9001197656
Sh. N.R. Saharan	SSE					9001197657
Sh.	SSE					9001197658
Sh.	SSE					9001197659
Sh. V.K. Aneja	SSE					9001197660
Sh. Raghubir Singh	SSE					9001197661
Sh Heera Lal	SSE					9001197662
Sh. M. Ojha	SSE					9001197663

Sh. Deepak Raj Bhati	SSE				9001197664
Sh.Rameshwar Lal	SSE				9001197665
Sh. K. M. Babu	SSE				9001197666
Sh.	SSE				9001197667
Sh Anil Kumar	SSE				9001197668
Sh. R.N. Nayak	ISA/Account				9001197671
Sh. Kuldeep Nigam	Sr. SO/Estt.	44121			9001197672
Sh. S.L. Meena	Sr. SO/Store	44208			9001197673
Sh.M.K.Soni`	AAO	44270			9001197152

**10. THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS**

**Mechanical Branch**

DESIGNATION	SCALE ( in Rs)	NO. OF EMP.	Average monthly salary including applicable allowance ( in Rs)	Average prodctivity Incentive per employee ( in Rs)	Average total emoulment Per employee ( in Rs)
<b>OFFICERS</b>					
CWM	15600-39100	1	49500/-	NIL	49500/-
APE, APO, AEE	9300-34800	3	48898/-	-	48898
	9300-34800				
<b>SUPERVISORS</b>					
SSE	9300-34800	41	37987	2161	40148
JE	9300-34800	29	30542	1279	31821
<b>ARTISAN</b>					
<b>MCF</b>	9300-34800	65	26999	3113	30112
Tech. -I	5200-20200	349	27266	2647	29913
Tech. -II	5200-20200	235	23662	1883	25545
Tech. -III	5200-20200	123	19537	2518	22055
Khalasi	5200-20200	48	14625	-	14625
<b>MISC</b>					
Can. Manager	5200-20200	1	22482	-	22482
Cook	5200-20200	03	20343	-	20343
Peon, T Boy W/Man,SM	5200-20200	02	15324	-	15324

**ELECTRICAL Branch**

<b>DESIGNATION</b>	<b>SCALE ( in Rs)</b>	<b>NO. OF EMP.</b>	<b>Average monthly salary including applicable allowance ( in Rs)</b>	<b>Average productivity Incentive per employee ( in Rs)</b>	<b>Average total emoluments Per employee ( in Rs)</b>
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**OFFICERS**

AEE	9300-34800	01	62520	-	62520
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**SUPERVISORS**

SSE	9300-34800	02	37987	2161	40148
JE	9300-34800	02	30542	1279	31821

**ARTISAN**

<b>MCF</b>	9300-34800	07	26999	3113	30112
GR.I	5200-20200	34	27266	2647	29913
GR.II	5200-20200	18	23662	1883	25545
GR.III	5200-20200	14	19537	2518	22055
KH	5200-20200	22	14625	-	14625

**Misc**

Sr. Peon	5200-20200	01	15324	-	15324
SM,SW	5200-20200	01	15324	-	15324

**PERSONAL**

<b>DESIGNATION</b>	<b>SCALE ( in Rs)</b>	<b>NO. OF EMP.</b>	<b>Average monthly salary including applicable allowance ( in Rs)</b>	<b>Average productivity Incentive per employee ( in Rs)</b>	<b>Average total emoluments Per employee ( in Rs)</b>
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**OFFICERS**

A.P.O. (W)	10000-15200	1	49334		49334
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**MINISTRIAL**

COS	7450-11500	4	37920		37920
OS	6500-10500				
OS-II	5500-9000	17	34102		34102
HEAD CLERK	5000-8000				
SR. CLERK	4500-7000	10	29588		29588
JR. CLERK	3050-4590	3	18569		18569
R/SORTER	2750-4400	2	18205		18205
STENO	4000-6000	1	28478		28478

ACCOUNTS

DESIGNATION	SCALE ( in Rs)	NO. OF EMP.	Average monthly salary including applicable allowance ( in Rs)	Average productivity Incentive per employee ( in Rs)	Average total emoluments Per employee ( in Rs)
<b>Officers</b>					
AFA (W&S)	8000-13500	1	49050		49050
Sr. S.O.	7450-11500	6	39898		39898
SO	6500-10500				
A/c Astd.	5500-9000	09	34819		34819
Jr.A/c Astd.	4500-7000	1	18628		18628
A/C CLERK	3050-4590	3	21218		21218
Peon	1900	02	17838		17838
Sr. ISA	7450-11500	1	48210		48210
ISA	6500-10500				
Sr. SV	6500-10500				
SV	5500-9000	2	23639		23639
R/S	1900	1	15518		15518

**11. THE BUDGET ALLOCATED TO EACH OF ITS AGENCY  
INDICATING THE PARTICULARS OF ALL PLANS,  
PROPOSED EXPENDITURES & REPORTS ON  
DISBURSEMENT MADE**

(Fig. In thousand)

<b>D.No.</b>	<b>RBG</b>	<b>BP for the month</b>	<b>BP to end of the month</b>	<b>Actual for the month</b>	<b>Actual to end of the month</b>	<b>Variation (5-3)</b>	<b>Variation (6-4)</b>
1	2	3	4	5	6	7	8
3	45792	3677	42115	2250	31552	-1427	-10564
6	160176	13225	146951	-9049	146802	-22274	-150
7	58204	4793	53411	2628	53509	-2165	99
8	1464	116	1349	-141	1782	-257	434
11	2662	218	2444	156	2164	-62	-280
12k	1156	96	1060	4	832	-92	-228
13- 800	700	58	642	35	632	-23	-10
Total	270154	22183	247972	-4117	237273	-26300	-10699

**12. THE MANNER OF EXECUTION OF SUBSIDY  
PROGRAMME INCLUDING THE AMOUNTS  
ALLOCATED AND THE DETAILS OF BENEFICIARIES  
OF SUCH PROGRAMME.**

-----Nil-----

**13. PARTICULAR OF RECIPIENTS OF CONCESSION  
PERMITS OR AUTHORIZATION GRANTED BY HIM.**

-----Nil-----

**14. DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM.**

Notice inviting tender

1. Tender schedule and specification
2. Terms and conditions of the works contract
3. General condition of contract
4. Contract agreement

**Note :-** All details of Tendering uploaded on Railway Website for public view whenever contract given openly.

**15. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING THE INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READY ROOM, IF MAINTAINED FOR PUBLIC USE**

*No library for public use available*

**16. NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS**

SN0	Name of Officers	Designation	Telephone Nos.				Mobile Nos.
			BSNL(0145)		Railway(096)		
			Office	Res.	Office	Res.	
1	Shj. R. L. GAJJA	CWM & Appellate Authority	2212989		44250	44251	9001197450
2	Sh. P.K. JOSHI	A. P. O. & P. I. O.	-		44262		9001197605
3	Vacant	APE & APIO	2212293		44254	44255	

**Fax No. 0151-2212293**

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED & THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR.**

-----Nil-----

## CVC GUIDELINES

S. No.	ITEM	REMARKS
1	REGISTRATION OF CONTRACTORS/ SUPPLIERS/ VENDORS FOR EXPENDITURE CONTRACTS FOR WHICH REGISTERED / APPROVED LIST IS MAINTAINED.	NA
2	REGISTRATION OF CONTRACTORS FOR EARNING CONTRACTS FOR WHICH REGISTERED/APPROVAL LIST IS MAINTAINED	NA
3	REGISTRATION OF FIRMS TRADE GROUP WISE AND CATEGORY WISE IN RESPECT OF PROCUREMENT TO BE DONE BY STORES DEPARTMENT	NA
4	REGISTRATION OF FIRMS/HOSPITALS FOR MEDICAL SUPPLIES/HEALTH CARE	NA
5	RENEWAL OF REGISTRATION/RE-REGISTRATION IN RESPECT OF ITEMS 1, 2, 3 & 4 ABOVE	NA
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, DLW, CLW, ICF, RCF FOR APPROVING SOURCES FOR THE ITEMS ALLOTTED TO THEM.	NA
7	RENEWAL OF APPROVAL OF VENDORS BY RDSO (BOTH PART I & PART II SOURCES) BY RDSO, CORE, DLW, CLW, ICF & RCF.	NA
8	UP GRADATION OF A VENDOR FROM PART II LIST TO PART I LIST	NA
9	LICENSES OF RTSA & CBA	NA
10	PCO BOOTH LICENSES	NA
11	COMMERCIAL PLOTS	NA
12	STACKING PERMISSION.	NA
13	PAY AND USE' TOILET LICENSES	NA
14	LEASING FOR FOOD PLAZAS	NA
15	PARCEL HANDLING & TRANSSHIPMENT LICENSES.	NA
16	REGISTRATION OF INDENTS AND ALLOTMENT OF RAKES	NA
17	TOURIST CAR, COACH AND TRAIN BOOKING.	NA
18	APPLICATION FORMS FOR CLAIMS COMPENSATION	NA
19	APPLICATION FORMS FOR REFUND OF FREIGHT & FARE	NA
20	WAIVAL OF DEMURRAGE AND WHARFAGE	NA
21	APPOINTMENTS AS CONSULTANT DOCTORS ON CONTRACT & ITS RENEWAL. NA 22 APPOINTMENTS AGAINST CULTURAL QUOTA, SPORTS QUOTA, HANDICAP QUOTA AND SCOUTS & GUIDES QUOTA, VACANCIES/EXAMINATION DATES.	NA
22	CASES REQUIRING APPOINTMENTS ON COMPASSIONATE GROUNDS.	NA
23	STATUS OF ALL BILL PAYMENTS TO CONTRACTORS/ SUPPLIERS ETC	03

Cont.....2



24	RECRUITMENT BY RAILWAY RECRUITMENT BOARDS AND RPF/RPSF.	NIL
a	EMPLOYMENT NOTICES INDICATING VACANCY POSITION, CATEGORY, STATE (IN CASE OF RPF/RPSF ONLY), COMMUNITY WISE, ELIGIBILITY CRITERIA ETC.	NIL
b	CLEAR POSITION OF RECEIPT OF APPLICATIONS WITH NECESSARY INFORMATION.	NA
c	DETAILS OF REJECTION OF APPLICATIONS	NA
d	DETAILS OF ISSUE OF CALL LETTERS.	NA
e	DATE, TIME AND VENUES OF EXAMINATIONS.	NA
f	PUBLICATION OF RESULTS AND PANELS	NA
g	INFORMATION REGARDING WITHHOLDING OF RESULT OR CANCELLATION OF EXAMINATION.	NA
26	DETAILS OF TENDERS/WORKS CONTRACTS OF VALUE > RS.1CRORE 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 START OF WORK/ACTUAL DATE OF COMPLETION / REASONS FOR DELAYS, IF ANY.	NIL
27	MONTHLY SUMMARY OF ALL WORKS CONTRACTS/PURCHASES AS PER SL. 26.	NIL
28	ALL TYPES OF LICENSES, PERMISSIONS, CLEARANCES.	NIL
29	ALL APPLICATIONS FORMS/PREFORMS SHOULD BE AVAILABLE ON WEBSITE IN DOWNLOADABLE FORM. AFTER RECEIPT OF APPLICATION FORMS, THE DEFICIENCIES FOUND ABOUT DOCUMENTS/ INFORMATION SUBMITTED	NIL
30	STATUS OF INDIVIDUAL APPLICATIONS/MATTERS	NIL