

NORTH WESTERN RAILWAY MECHANICAL (C&W)

DEPARTMENT OF BIKANER DIVISION

(IMPLEMENTATION OF RIGHT TO INFORMATION ACT, 2005 AS PER
CLAUSE (b) OF THE ACT)

1. Particulars of organization, functions and duties:

At divisional level Sr. Divisional Mechanical Engineer (C&W), is the over all in-charge of mechanical (C&W) Department. All activities pertaining to mechanical (C&W) department in the division is coordinated by Sr. Divisional Mechanical Engineer (C&W), who is assisted by ADME(C&W), Coaching Depot in charges and Engineer (C&W) for C&W, related activities. C&W control is available for assisting the operating control in smooth and safe operation of trains. The technicians and helpers under C&W Supervisors are responsible for maintenance of rolling stocks, maintenance and operation of break down equipments etc.

Functions of mechanical department:

- i) Maintenance of coaching & freight rolling stock.
- ii) Maintenance and Operation of Break Down equipments, Restoration, Relief and Rescue work in case of railway accident.

2. Powers and duties of officers and supervisors:

S.No	Designation	Duties
1	Sr.DME (C&W)	Overall in-charge of mechanical (C&W) department at divisional level. Overall management and co-ordination of all activities pertaining to mechanical (C&W) department, decision making, dealing of D&A cases, exercising of financial powers for procurement of vital items, engaging contractors for works and maintenance contracts operated under mechanical (C&W) department , coordination with HQ and other department in the division.
2	ADME (C&W)	Management of C&W activities at field units, co-ordination with Divisional head quarter for smooth functioning of field units, dealing of D&A cases, Exercising financial power for procurement of items required for day to day activities, test checking of contractual works, monitoring installation, maintenance smooth functioning of vital assets and equipments under Mech. Department.
3	Coaching Depot In charge	Management of coaching activities of coach care complexes, co-ordination with Divisional head quarter for smooth functioning of CCC/ BKN,LGH,BNW & SGNR, dealing of D&A cases, Exercising financial power for procurement of items required for day to day activities, test checking of contractual works, monitoring installation, maintenance smooth functioning of vital assets And equipments of CCC.
4	Engineer (C&W)	Supervision for maintenance of passenger carrying coaches, supervision of contractual activities operated under C&W wing, supervision in maintenance and operation of break down equipments, management of staff for such maintenance.

3. Procedure followed in decision making process including Channel of supervision

The activities at the field unit level are supervised by the respective Engineer (C&W) in different grades. In C&W wing, there are 2 levels of supervision viz. Junior Engineer and Sr. Section Engineer who manage the depot activities and take minor decisions for day to day disposal of works. The extraordinary cases where decisions at these levels are not possible, the issue is referred to the higher authorities' i.e. Coaching Depot in-charges for Coach Care Complex, & Assistance Divisional Mechanical Engineer (C&W). Major decisions like policy decisions, staff welfare, creation of posts, additional assets, creation of facilities etc. are taken by the branch officer i.e. Senior Divisional Mechanical Engineer (C&W). The decisions which are beyond the competency of the Sr. Divl. Mechanical Engineer (C&W) are referred to Addl. Divisional Railway Manager (ADRM) or Divisional Railway Manager (DRM) or the case is sent to Zonal HQ for further disposal at a higher level.

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

Different targets are being set by the zonal office for each division to follow during a particular financial year. The divisional unit and the field units are acting as per the target set by the zonal HQ. At Rly. Board level, some mission items are set which are being followed by the different divisional unit and field units under the supervision and guidance of zonal HQ. For freight maintenance, there are certain targets for no. of en-route wagons detached, no. of train parting cases, no. of poor brake power etc., for coaching services, the targets are for number of coach detached en-route, number of coaches attended for schedule maintenance in the primary depot, no. of punctuality loss cases due to improper maintenance. Besides, there are targets for safety performance like number of inspections at different levels done, number of safety drives at different level undertaken, number of accident/derailment cases on C&W account. There are also targets for disposal of scrap for both ferrous and non-ferrous metals.

5. Rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its function:

(A) Rules and regulations:

- i) Railway Service Conduct Rule.
- ii) Disciplinary and Appeal Rule.
- iii) Hours of Employment Regulation.
- iv) Pass Rule.
- v) Leave Rule.
- vi) Pension Rule.

(B) Instructions and Manuals:

- i) Indian Railway Establishment Code.
- ii) Indian Railway Financial Code.
- iii) General Conditions of Contract and standard specification.
- iv) Coach Maintenance Manual.
- v) Wagon Maintenance Manual.
- vi) General Rule and Service Rules.
- vii) Accident Manual.
- viii) Indian Railway Store code.
- ix) Indian Railway Conference Rule- Pt-III & IV.
- x) Various technical pamphlets and instructions issued by RDSO from time to time.
- xi) Various instructions issued by Railway Board from time to time.
- xii) General and subsidiary rule

6. Statement of the categories of documents that are held by it or under its control:

Codes, Manuals, Specification, Drawing, C&W maintenance related documents, Records, files pertaining to inspections at various levels and remedial action. The policy guidelines and instructions from board, corrections slip to various Codes & manuals. Internal correspondence to carry out official jobs, which are not relevant to public at large.

7. Particulars of any arrangement that exist for consultation with or representative by the members of the public in relation to the formulation of its policy or implementation thereof

For internal matters, there are arrangements for holding informal meetings, PNM etc. with the recognized trade unions at suitable intervals in which the various issues regarding establishment, operational aspects, staff welfares etc. are discussed and resolved accordingly. For public related matters, the branch officer of the division does not have any power to hold any meeting with the public representatives', however, Divisional Railway Manager periodically holds meeting with the Divisional Railway Users Consultative Committee (DRUCC) and may hold press conference for dealing public issues. Besides, there is public relation organization in every divisional office through which representation is being accepted. For improvement of service and passenger amenities in passenger trains, Railway administration accepts the various complaints and suggestions from the bonafide railway passengers and act accordingly for disposal thereof.

8. Statement of the board, council, 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, committees and other bodies are open to the public, or the minutes of such meeting are accessible to public:

In mechanical there is no such board, council, committee or other body.

9. A directory of its officers and employees

S. N.	Name	Designation	Rly Phone (STD-097)	BSNL Phone	Fax No	Mobile No
1	Shri D.Balaji	Sr.DME (C&W)	44500	0151	2543734	9001197400
2	"Ishoo Ratan	ADME/C&W	44506	-	-	9001197402
4	"J.J.Prasad	SSE/DCVM (Plg.)	44532	-	-	9001197418
5	"Hari Narain	SSE/DCVM (44518	-	-	9001197417
6	"K.R.Meena	SSE/DCVM (CTA /M&P)	-	-	-	9001197424
7	"Ravi Shankar	SSE/DCVM (Coaching)	-	-	-	9001197416
8	"Suresh Chandra	Ch.CCR	44504	-	-	9001197406
9	"N.C.Gupta	SSE/IC/BKN	44516	-	-	9001197404
10	"K.C.Singh Nayal	SSE/IC/LGH	44253	-	-	9001197423
11	"Ram Singh Meena	SSE/Trg	45658	-	-	9001197421
12	"H.L. Meena	SSE/IC/ART/LGH	-	-	-	9001197409
13	"R.K.Kamboze	SSE/IC/SGNR	49366	-	-	9001197414
14	"Sudheer Kumar	SSE/IC/BNW	40366	-	-	09729595396
15	"Ramji Lal	SSE/IC/SOG	48366	-	-	9001197411
16	"N.K.Gupta	SSE/HSR	43366	-	-	09729595394
17	"Jeevan meena	SSE/ART/CUR	-	-	-	9001197425

**10. Monthly remuneration received by each
of
the officers and the employees**

Sr. No	Name	Designation	Grade Pay	Scale	Mobile No
1	Shri D.Balaji	Sr.DME (C&W)	7600/-	15600-39100	9001197400
2	"Ishoo Ratana Srivastav	ADME/C&W	5400/-	15600-39100	9001197402
4	"J.J.Prasad	SSE/DCWM (Plg.)	4800/-	9300-34800	9001197418
5	"Hari Narain	SSE/DCWM (Material)	4800/-	9300-34800	9001197417
6	"K.R.Meena	SSE/DCWM (CTA/M&P)	4600	9300-34800	9001197424
7	"Ravi Shankar	DCWM(Coaching)	4600	9300-34800	900119742416
8	"Suresh Chandra	Ch.CCR	4800/-	9300-34800	9001197406
9	"N.C.Gupta	SSE/IC/BKN	4800/-	9300-34800	9001197404
10	"K.C. Singh Nayal	SSE/IC/LGH	4800/-	9300-34800	9001197423
11	"Ram Singh Meena	SSE/Trg	4800/-	9300-34800	9001197421
12	"H.L. Meena	SSE/IC/ART/LGH	4800/-	9300-34800	9001197409
13	"R.K.Kamboze	SSE/IC/SGNR	4800/-	9300-34800	9001197414
14	"Sudheer Kumar	SSE/IC/BNW	4800/-	9300-34800	09729595396
15	"Ramji Lal	SSE/IC/SOG	4800/-	9300-34800	9001197411
16	"N.K.Gupta	SSE/HSR	4600/-	9300-34800	09729595394
17	"Jeevan meena	SSE/ART/CUR	4600/-	9300-34800	9001197425

11. Budget allocated to each of its agency, indicating the particulars of all plans proposed expenditures and reports on disbursements made

Demand No.	Revised Grant 15-16
6D 200	168646
D 300	2815
6D 200 PU 27	6343
6D 300 PU 27	100
6D 200 PU32	2000
8F 500 PU 27	35907
IOH Fuel Dsl.	215711

12. The matter of execution of subsidy programmers, including the amounts allocated and the details of beneficiaries of such programmes: Not applicable

13. Particulars of recipients of concessions permits or authorisation granted by it: Not applicable

14. Details in respect of the information, available to or held by it, reduced in an electronic form: Not applicable

15. The particulars of facilities available to citizen for obtaining, information, including the working hours of library or reading

room, if maintained for public use: Information obtained through PIO/ RTI cell, DRM office NWR, Bikaner.

16. The names, designation and other particulars of the public information officers: Shri R.S. Choudhary Sr.DEE/NWR/Bikaner.

17. Such other information as may be prescribed and their after updates these publications every year: Not applicable

Information as per CVC guidelines

S.N	Ite	Remarks
1	Registration of contractors/ suppliers/ vendors for expenditure Contracts for which registered / approved list is maintained.	Not Applicable
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	Leasing for Food Plazas.	NA
14	'Pay and use' toilet licenses.	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 wharf age.	NA
21	Appointments as consultant Doctors on contract & its	NA
22	Appointments against Cultural quota, Sports quota, Handicap quota And Scouts	NA
23	Cases requiring appointments on compassionate	NA
24	Status of all bill payments to contractors/ suppliers etc.	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

(i) Status of Mechanized Cleaning of Coaches on washing line:-

Div	Depot	Name of Work	From	To	Unit rate /coach	Total cost	Name of contractor
BKN	BKN BNW	Comprehensive Cleaning Contract for primary & secondary based trains at BKN & BNW	04.03.13	03.03.16	241.68 137.82	6,39,18,428	M/s BVG India Ltd.
	BKN	Contract of mechanized laundry establish by railway at BKN station under coaching depot BKN for washing drying ironing and packing of linen including collection transporting and loading /unloading of used cleaned linen for trains originating from terminating at BKN railway station for three year.	16.5.14	15.5.17	Bed sheet-2.64 FT-0.71 Blanket-6.46 PC-0.28 Curtain-2.30	1,83,18,510	M/s Sparkle lauderer New Delhi

27. Monthly summary of all Works contracts/purchases as per sl. 26. Available in Bill summary

28. All Types of Licenses, permissions, clearances. : **Nil**