

उत्तर पश्चिम रेलवे अजमेर डिवीजन के मैकेनिकल विभाग

(अधिनियम के खंड (ख) के अनुसार सूचना का अधिकार अधिनियम, 2005 की कार्यान्वयन)

1. संगठन, कार्यों और कर्तव्यों का विवरण:

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 ACDO/Udaipur & Madar, AEE/Coaching and Senior Section 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 equipment's etc.

Functions of mechanical department:

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

2. अधिकारियों और पर्यवेक्षकों के अधिकार और कर्तव्य :

Sr.	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.	ACDO/Madar	Management of C&W activities at Madar, , Marwar Jn. and Aburoad 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 equipment's under Mech. Department.
3.	ACDO/Udaipur	Management of C&W and Loco activities at Udaipur and Mavli 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 equipment's under Mech. Department.
	AEE/Madar	Management of Coaching Electrical activities at Madar Coach Care Complex, co-ordination with Divisional head quarter for smooth functioning.
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 equipment's, management of staff for such maintenance.

3. निर्णय प्रक्रिया में पर्यवेक्षण की प्रक्रिया सहित प्रक्रिया-

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 level of supervision viz. Junior Engineer and Sr. Section Engineer who manages 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 Assistance Divisional Mechanical Engineer (C&W), Ajmer. 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 decision which are beyond the competency of the Sr. Divl. Mechanical Engineer (C&W) is referred to Addl. Divisional Railway Manager (ADRM) or Divisional Railway Manager (DRM) or the case is sent to Zonal HQ for further disposal at higher level.

4. अपने कार्यों के निर्वहन के लिए इसके द्वारा निर्धारित मापदण्ड-

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. नियम, विनियम, निर्देश, नियमावली और रिकॉर्ड जो इनके नियंत्रण में या इसके कर्मचारियों द्वारा अपने कार्य के निर्वहन के लिए उपयोग किए जाते हैं:

(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. इसके द्वारा या इसके नियंत्रण में रखे गए दस्तावेजों की श्रेणियों का विवरण:

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. किसी भी व्यवस्था का विवरण जो उसकी नीति बनाने या उसके कार्यान्वयन के संबंध में जनता के सदस्यों के साथ परामर्श या प्रतिनिधि के लिए मौजूद है-

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 has 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. बोर्ड, परिषद, समितियों और अन्य निकायों का विवरण जिसमें दो या दो से अधिक व्यक्तियों को शामिल किया गया है, वे इसके हिस्से के रूप में या इसकी सलाह के लिए गठित हैं, और क्या उन बोर्ड, समितियों और अन्य निकायों की बैठकें जनता के लिए खुली हैं या नहीं। इस तरह की बैठक के मिनट जनता के लिए सुलभ हैं:

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

9. अधिकारियों और कर्मचारियों की एक निर्देशिका -

Sr.No	Name	Designation	Basic Pay	Grade Pay	Scale	Mobile No
1	Shri D. Balaji	Sr.DME(C&W)All	53470	8700	37500-75000	9001196400
2	Shri N.K Verma	DEnHM/All	30320	5400	15600-39100	9001196403
3	Shri D.P Sharma	ACDO/UDZ	22100	5400	15600-39100	9001196907
	Shri Palash Saxena	ACDO/MD	61300	5400	15600-39100	9001196415
4	Shri Kailash Shahani	DCWI(HQ)/All	29310	4800	9300-34800	9001196410
5	Shri Govind Jatia	DCWI(Material)/All	28750	4800	9300-34800	9001196412
6	Shri Dilip Kumar Phalke	DCWI(Maint)/All	29940	4600	9300-34800	9001196411
7	Shri R. Mandawat	SRSI/All	21750	4600	9300-34800	9001196413
8	Shri Kalyan Singh	CCCR/All	29310	4800	9300-34800	9001196419
9	Shri N.L Mehra	SSE/All	31460	5400	9300-34800	9001196423
10	Shri S.P Singh	SSE/ABR	29940	4800	9300-34800	9001196432
11	Shri R.P Sharma	SSE/MD	24264	4800	9300-34800	9001196424
12	Shri Prakash	SSE/ABR	18550	4600	9300-34800	9001196430
13	Shri Shiv Raj	JE/MJ	17890	4200	9300-34800	9001196429
14	Shri Saleem	JE/MVJ	20300	4200	9300-34800	9001196435
15	Shri Gajendra Jotiyana	COS/All	25010	4800	9300-34800	9001196416
16	Shri Umesh	SSE/EnHM	52000	4600	9300-34800	9001193602

10. अधिकारियों एवं कर्मचारियों का विवरण है-

Sr.No	Name	Designation	Basic Pay	Grade Pay	Scale	Mobile No
1	Shri D. Balaji	Sr.DME(C&W)All	53470	8700	37500-75000	9001196400
2	Shri N.K Verma	DEnHM/All	30320	5400	15600-39100	9001196403
3	Shri D.P Sharma	ACDO/UDZ	22100	5400	15600-39100	9001196907
4	Shri Palash Saxena	ACDO/MD				
5	Shri Kailash Shahani	DCWI(HQ)/All	29310	4800	9300-34800	9001196410
6	Shri Govind Jatia	DCWI(Material)/All	28750	4800	9300-34800	9001196412
7	Shri Dilip Kumar Phalke	DCWI(Maint)/All	29940	4600	9300-34800	9001196411
8	Shri R. Mandawat	SRSI/All	21750	4600	9300-34800	9001196413
9	Shri Kalyan Singh	CCCR/All	29310	4800	9300-34800	9001196419
10	Shri M.L. Prajapati	SSE/All	31460	5400	9300-34800	9001196423
11	Shri S.P Singh	SSE/ABR	29940	4800	9300-34800	9001196432
12	Shri R.P Sharma	SSE/MD	24264	4800	9300-34800	9001196424
13	Shri Prakash	SSE/ABR	18550	4600	9300-34800	9001196430
14	Shri Shiv Raj	JE/MJ	17890	4200	9300-34800	9001196429
15	Shri Saleem	JE/MVJ	20300	4200	9300-34800	9001196435
16	Shri Gajendra Jotiyana	COS/All	25010	4800	9300-34800	9001196416

11. अपनी प्रत्येक एजेंसी को बजट आवंटित किया गया, जो सभी योजनाओं के विशेष व्यय का संकेत देता है और किए गए संवितरण पर रिपोर्ट-

S.No.	Demand No	Demand description	Original Budget Grant for 2019-20 in thousands of Rs.
1.0	6D 200	Coaching maintenance	240711
2.0	7E 300	Maintenance of plants & equipment's	31603
3.0	8F 500	Operating expenses- Rolling stock	1840790

12. सब्सिडी कार्यक्रमों के निष्पादन का मामला, जिसमें आवंटित राशि और ऐसे कार्यक्रमों के लाभार्थियों का विवरण शामिल है: लागू नहीं.

13. रियायतों के प्राप्तकर्ताओं के विवरण परमिट या प्राधिकरण द्वारा दिए गए: लागू नहीं

14. सूचना के संबंध में विवरण, उसके पास उपलब्ध या उसके पास, इलेक्ट्रॉनिक रूप में कम: लागू नहीं

15. सार्वजनिक उपयोग के लिए रखे जाने पर, पुस्तकालय या वाचनालय के काम के घंटे सहित जानकारी प्राप्त करने के लिए नागरिकों को उपलब्ध सुविधाओं के विवरण: पीआईओ / आरटीआई सेल, डीआरएम कार्यालय एनडब्ल्यूआर, अजमेर के माध्यम से प्राप्त जानकारी।
16. जन सूचना अधिकारियों के नाम, पदनाम और अन्य विवरण: श्री आर.एस. परिहार सीनियर डीपीओ / एनडब्ल्यूआर / अजमेर।
17. प्रति वर्ष इन प्रकाशनों को अद्यतन करने के बाद इस तरह की अन्य जानकारी और उन्हें निर्धारित किया जा सकता है: लागू नहीं