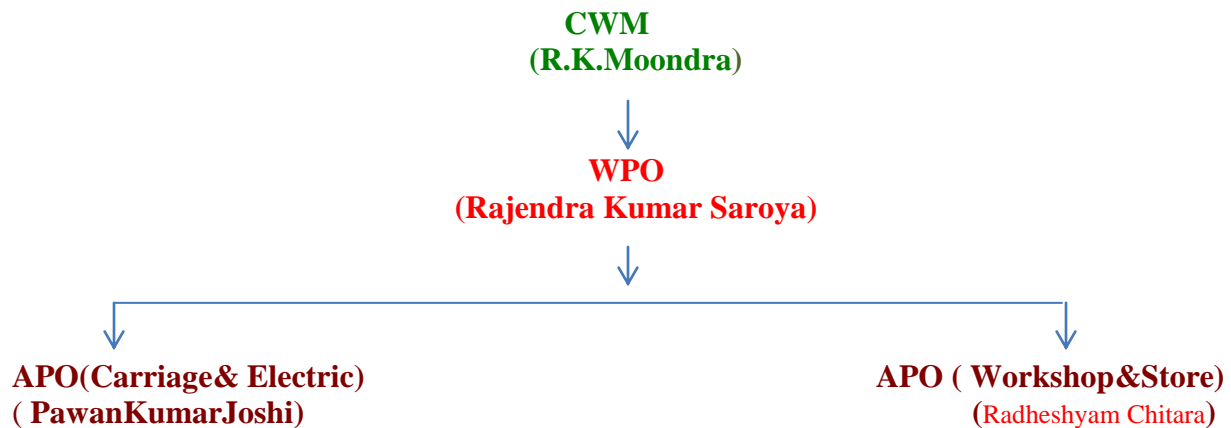


## ORGANISATION CHART PERSONNEL BRANCH OF AJMER GROUP OF WORKSHOP



### 1.0 PERSONNEL BRANCH AT A GLANCE:

It is located in CWM's administrative office block in Loco shops  
ADDRESS Loco Workshops Ajmer  
(Rajasthan) India – 305001  
TELECOMMUNICATIONS Tel. No. 0145- 2663730  
Fax No. 0145- 2663730  
Mobile No. +919001196458

### 2.0 FUNCTIONS POWERS & DUTIES PERSONNEL BRANCH

#### **(i) WORKSHOP PERSONNEL OFFICER**

He is in charge of personnel Branch . He is to discharge the following function & duties.

(A) 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.

**(B) 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 negotiation employees grievances are discussed and redressed,

**(C) 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.

**(D) Welfare Activities** : Personnel branch also deals with Welfare Activities of their employees viz :-

- Allotment of Rly Accommodations, Disbursement of funds under staff benefit funds, Management of Rly School, Canteens, Clubs and Sports activities over Rly.
- Implementation of provision of Factory act and other Acts, Viz payment of Wages Act, Minimum Wages Act, Workman Compensation Act and Industrial Dispute Act.
- Welfare measures are being carried out with assistance of Welfare Inspectors,
- 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.

**(E) WPO** is also discharging duties of Public Information Officer (W) Under RTI Act -2005 .Supervisor of each section is fully responsible for work allotted to their section. They report directly to WPO.

Employees are responsible for work allotted to them and are directly reporting to their Supervisors

### **.ii) ASSISTANT PERSONNEL OFFICER/ CARRIAGE &ELECTRICAL**

- (A)He is working with Carriage &ElectricalWorkshop.Though he is fully responsible for his jurisdiction of Carriage& Electrical Workshop, but he works under supervision and guidance of WPO(W).
- (B)Supervisor of each section is fully responsible for work allotted to their section.They report directly to APO Carriage&Electrical Workshopincharge.
- (C)Employees are responsible for work allotted to them and are directly reporting to their Supervisors
- (D)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.
- (E)Power delegated to public Information Officer under Right to Information Act 2005.

### **.iii)ASSISTANT PERSONNEL OFFICER/ LOCO WORKSHOP& STORES DEPTT.**

- (A)He is working with Loco Workshop & Store deptt. Though he is fully responsible for his jurisdiction of Loco Workshop & Storesdeptt,but he works under supervision and guidance of WPO
- (B)Supervisor of each section is fully responsible for work allotted to their section. They report directly to APO Loco Workshop&Store incharge.
- (C)Employees are responsible for work allotted to them and are directly reporting to their Supervisors
- (D)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.
- (E)Power delegated to public Information Officer under Right to Information Act 2005

### **3.0 PROCEDURE FOLLOWED IN DECISION-MAKING INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

#### **WPO**

(A) He is responsible to take decision regarding establishment matter for the staff & supervisors of diesel Loco & wagon workshop in accordance with the rules.

(B) He is ensuring control over establishment matter of Carriage workshop, electrical workshop through APO Carriage & APO Elect. & Store.

#### **i) APO (Carriage & Electrical Workshop )**

He is responsible for all establishment matter pertaining employees of the carriage & Electrical Work shop.

#### **ii) APO (Workshop & Store )**

He is responsible for all establishment matter to all employees of the Loco Work shop. & Store Deptt.

### **4.0 NORMS SET BY ORGANISATION FOR THE DISCHARGE OF ITS FUNCTIONS:-**

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

(A) 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 JA grade Officer, the incharges of Workshop and or CWM under his power.

### **5.0 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 Carriage Shop, Diesel & Wagon Shop, Electrical Shops ,Personnal Branch, Supervisors Training Centres, CMT 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) Discipline and Appeal Rules

In addition manual/codes in above documents/Manuals, The following are also kept by **Electrical Workshops** for necessary guidance for discharging the duties

- (A) Indian Electricity Act 1956
- (B) Indian Electricity Rules 1959
- (C) Electricity supply Act 1948
- (D) Regulation of track crossing 1987

## **6.0 STATEMENT OF THE CATEGORIES OF DOCUMENTS WHETHER HELD BY IT OR ITS CONTROL:**

Following documents/Manuals are kept by Carriage Shop, Diesel & Wagon Shop, Electrical Shops, Personnel Branch, Supervisors Training Centres, CMT organization & Accounts for necessary guidance for discharging their 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.
- xiv) The Right to Information Act, 2005
- xv) Annual Confidential Reports,

## **7.0 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.**

For Carriage Workshop, Diesel Loco & Wagon Workshop, Electrical Workshop, Personnel Branch, Accounts Office, Supervisors Training Centre, Electronic Data Processing Centre & Chemist & Metrologist Laboratory, Stores Deptt. & Signal Workshop.

----NIL----

**8.0A 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 Carriage Workshop, Diesel Loco & Wagon Workshop, Electrical Workshop, Personnel Branch , Accounts Officer, Supervisors Training Centre, Electronic Data Processing Centre & Chemist & Metrologist Labouratry Stores Deptt. & Signal Workshop .

i). Appellate Authority Shri R.K.Moondra.

Chief Works Manager, Ajmer

Office Tele. Phone No. [Rly]

[Rly] 096 - 47000 [P & T] 2663731

Mob.No +919001196450

ii). Public Information Officer Shri Rajendra Kumar Saroya

WORKSHOP PERSONNEL OFFICER

Loco Workshop, Ajmer.

Office Tele. Phone No.

[Rly] 096 - 47004 [P & T] 2663730

Mob. No +919001196458

iii) Asstt. Public Information Officer Shri Rameshchand Meena

Asst. Workshop Manager

Loco Workshop, Ajmer.

Office Tele. Phone No.

[Rly] 096 - 47010 [P & T] 2663734

Mob. No +919001196460

**9.0 DIRECTORY OF OFFICERS OF AJMER WORKSHOP AJMER:**

	Designation	Post held	Telephone No.				Mobile	Fax	
			Railway		BSNL			Railway	BSNL
			Office	Res.	Office	Res.			
<b>Shri R.K.Moondra</b>	C.W.M	Ajmer	47000		2663731		+919001196450	47000	2663731
<b>Shri Rajendra Kumar Saroya</b>	WPO	Ajmer	47004		2663730		+919001196458	47004	2663730
<b>Shri Pawan Kumar Joshi</b>	APO(C&E)	Ajmer	47110				+919001196471		
<b>Radheshyam Chitara</b>	APO (W&S)	Ajmer	47254				+919001196479		

**10.0 THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS (According 7<sup>th</sup> Pay commission)**

DESIGNATION	SCALE ( in Rs)	Level	NO. OF EMP.	Average monthly salary including applicable allowance ( in Rs)	Average productivity Incentive per employee ( in Rs)	Average total emolumen t Per employee ( in Rs)
-------------	-------------------	-------	----------------	--	---	--

**OFFICERS**

WPO.	67700-164800	11	1	67700	0	67700
A.P.O.	47600-115800	8	2	60400	0	60400

**MINISTRIAL**

Ch.OS	44900-109100	7	56	64100	0	64100
OS	35400-86100	6	157	50500	0	50500
SR. CLERK	29200-70700	5	45	41600	0	41600
JR. CLERK	19900-48500	2	24	28400	0	28400
R/SORTER	18000-43600	1	-	-	-	-

**TYPIST**

OS	44900-109100	7	04	64100	0	64100
Chief Typist	35400-86100	6	13	50500	0	50500

**STENOGRAPHER**

PA	44900-109100	7	01	64100	0	64100
CA	35400-86100	6	10	50500	0	50500
STENO	25500-62100	4	04	36400	0	36400
PI	44900-109100	7	05	64100	0	64100
PI	35400-86100	6	04	50500	0	50500
HINDI SUPDT.	44900-109100	7	01	64100	0	64100
CLA	44900-109100	7	01	64100	0	64100

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

-----Nil-----

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

-----Nil-----

For Carriage Workshop, Diesel Loco & Wagon Workshop, Electrical Workshop, Personnel Branch , Accounts Office , Supervisors Training Center, Electronic Data

Processing Center & Chemist & Metro logiest Laboratory , Stores Deptt. & Signal Workshop .

-----Nil-----

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

For Carriage Workshop, Diesel Loco & Wagon Workshop, Electrical Workshop, Personnel Branch , Accounts Office , Supervisors Training Center, Electronic Data Processing Center & Chemist & Metro logiest Laboratory , Stores Deptt. & Signal Workshop .

-----Nil-----

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

For Carriage Workshop, Diesel Loco & Wagon Workshop, Electrical Workshop, Personnel Branch , Accounts Office , Supervisors Training Center, Electronic Data Processing Center & Chemist & Metro logiest Laboratory Stores Deptt. & Signal Workshop .

- 1 Notice inviting tender
- 2 Tender schedule and specification
- 3 Terms and conditions of the works contract
- 4 General condition of contract
- 5 Contract agreement

**15.0 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**

For Carriage Workshop, Diesel Loco & Wagon Workshop, Electrical Workshop, Personnel Branch , Accounts Office , Supervisors Training Center, Electronic Data Processing Center & Chemist & Metro logiest Laboratory , Stores Deptt. & Signal Workshop .

-----Nil-----

**16.0 PARTICULARS OF THE PUBLIC INFORMATION OFFICERS AND OTHER NODAL OFFICERS**

For Carriage Workshop, Diesel Loco & Wagon Workshop, Electrical Workshop, Personnel Branch , Accounts Office,sSupervisors Training Center, Electronic Data Processing Center & Chemist & Metro logiest Laboratory

S.NO	Name of Officers	Designation	Telephone Nos.				Mobile Nos.	Fax No.(O)	
			BSNL(0145)		Railway(096)			BSNL RLY.	
			Office	Res.	Office	Res.			
1	R.K.Moondra	Appellate Authority&C WM	2663731	2422005	47000	44561	+919001196450	2665850	47082
2	Rajendra Kumar Saroya	P. I.O.(W)&WP O.	2663730		47004	-	+919001196458	2663730	47004
3	RameshchandMena	APIO& AWM(W)	2663734	2680975	47010	46011	+919001196460	2663734	47010
<b>NODAL OFFICERS</b>									
1	<b>D.Balaji</b>	NODAL OFFICER & DY CME(LOCO)	2663732	2429705	47002	44563	+919001196451	2663732	47002
2	<b>R.A.Yadav</b>	NODAL OFFICER & DY CME (Carriage)	2663729	2422055	47100		+919001196452	2663736	47100
3	<b>Swati Jain</b>	NODAL OFFICER & DY CEE (W)	2660688	2426018	47200	44351	+919001196453	2660688	47200
4	<b>Girishkumar Goyal</b>	NODAL OFFICER & DY CMM (Store)	2660341 & 2663253	2603180	47960	-	+919001196454	2663253	-
5	<b>Suraj Singh</b>	NODAL OFFICER &CMT (Carriage)	2663746	-	47104	-	+9001196455	2663746	-
6	<b>RL.Khandelwal</b>	NODAL OFFICER & DY FA&CAO (W&S)	2663735		47600		+919001196457	2663735	
7	<b>N.S.Patiyal</b>	NODAL OFFICER & Director (STC)	2429498	-	44550	-	+919001196459	-	-



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

For Carriage Workshop, Diesel Loco & Wagon Workshop, Electrical Workshop, Personnel Branch, Accounts Office, Supervisors Training Center, Electronic Data Processing Center & Chemist & Metro logiest Laboratory, Stores Deptt. & Signal Workshop. It is updated regularly,

**18.0 Position of Compassionate Ground Appointment**

**Position of CG appointment cases-Ajmer Workshop During the period 01.4.2020 to 28.02.2021**

Total cases pending as on 1.4.2020 (A)	New cases accrued during the period 1.4.2020 to 28.02.2021 (B)	Total cases (A + B)	Cases finalized during the period 1.4.2020 to 28.02.2021	No of cases pending as on 28.02.2021
00	24	24	19	05

Summary of pending cases of CG appointment- cases sent by Ajmer Workshop as on 28.02.2021

Normal cases where GM's approval is sought	NIL
Cases where GM's approval is sought for CG appointment in non core, non safety posts	NIL
Cases recd. from Acct. Deptt. where in CPO approval regarding their allotment is required	NIL
Medical dactg. /invalidated cases where GM's approval is required	NIL
Transfer cases where CPO's & other Rly's approval is sought / Discount in upper age limit,	NIL

## 19.0 YEAR WISE CASE POSITION –RTI AJMER WORKSHOP

Year	Personnel	Mechanical	Electrical	store	Vigilance	Other	TOTAL	Appeals
13 Oct 05	020	-	01	-	01	-	022	01
2006	166	14	21	16	-	08	225	24
2007	368	05	05	06	-	26	410	65
2008	330	-	05	04	-	10	349	71
2009	485	01	-	05	-	-	491	63
2010	471	02	-	-	-	-	473	52
2011	609	27	01	04	-	06	647	54
2012	514	28	01	01	-	23	567	72
2013	568	22	01	12	-	08	611	56
2014	619	37	-	07	01	21	685	67
2015	561	17	02	09	-	07	596	52
2016	531	15	02	12	02	15	577	33
2017	359	04	01	09	-	15	388	34
2018	374	04	-	02	-	09	389	27
2019	366	01	02	01	-	10	380	34
2020	288	07	-	01	-	02	298	25
FEB-2021	70	05	-	03	-	-	78	06
G. Total	6699	189	42	92	04	160	7186	736

## 20.1 CURRENT STATUS – RTI AJMER WORKSHOP Application/Appeal /CIC Cases Statement UP TO 28-02-2021

S.No.	DETAIL	NO.s
1.	Application received till date	7186
2.	Application disposed till date	7161
3.	Application Pending	25
4.	Appeal received till date	736
5.	Appeal disposed till date	732
6.	Appeal Pending	04
7.	CIC application received till date	73
8.	CIC application disposed till date	73
9.	CIC application Pending	00

