

NORTH WESTERN RAILWAY

MECHANICAL DEPARTMENT(EnHM) OF AJMER DIVISION

(IMPLEMENTATION OF RIGHT TO INFORMATION ACT,2005 AS PER CLAUSE 4(1)(b)OF THE ACT)

1. Particulars of organization,functions and duties:

At divisional level Sr.Divisional Mechanical Engineer (EnHM&Power),is the overall in- charge of Mechanical (EnHM&Power) department.Integrated Cleaning of Stations of NSG-2 to NSG -4 cat. Stations, pest & rodent control of NSG-2 to NSG -4 cat. Stations of Ajmer Division and Monitoring & coordination of all environment issues comes under this department. All activities pertaining to Mechanical (EnHM&Power) department in the division is coordinated by Sr. Divisional Mechanical Engineer(EnHM&Power),who is assisted by AME (EnHM & Power), SSE (C&W/EnHM), CHI/HI. The CHIs/HIs are responsible for Cleaning and pest & rodent control related activities of all NSG-2 to NSG -4 category stations of Ajmer division.

2. Functions of Mechanical (EnHM) department:

EnHM	<ul style="list-style-type: none">• Mechanized cleaning of Station cleaning and garbage disposal.• Pest and rodent control at Stations .• Monitoring & coordination of all environment issues. However planning, sanction and execution of all environment related works will be dealt by the concerned departments.
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3. Powers and duties of officers and supervisors:

S . No .	Designation	Duties
1	Sr.DME (EnHM&Power)	Overall in-charge of Mechanical (EnHM&Power) department at divisional level. Overall management and co-ordination of all activities pertaining to mechanical (EnHM&Power) department, decision making, dealing of D&R cases, exercising of financial powers for procurement of vital items, engaging contractors for works and maintenance contracts operated under mechanical (EnHM&Power) department , coordination with HQ and other department in the division.
2	AME (EnHM & Power)	AME (EnHM & Power) is to undertake monitoring, Coordination, functions of environment related issues and execution as well as monitoring of the Integrated Cleaning at stations with garbage disposal, Pest and Rodent control at stations and heritage related activities.
3	SSE(C&W)	Supervision & Co-ordination in all work with other departments & all correspondence is put up through.
4	Ch.OS (EnHM)	Hiring of sanitation services of Ajmer Division, Cash Imprest, Budget, Monthly contract position, Inspection, CVC, RTI & D& R cases, PQ etc.
5	O.S (EnHM) - I	Pest & Rodent station related work, Vehicle Hiring, Heritage, 1% ERW, Water Policy, rail Museum, Quotation, NWR website etc
6	O.S (EnHM) -II	Green Rating, NGT issues, Energy Audit, Water Audit, Special Drive, Swachta Pakhwada, Planning of Days, Award & Sheild, PCDO , Brochure, 5S, IMMS, CSR, Complaints, E-Dak & E-mails
7	CHI / Health Inspector	Mechanized cleaning rag picking and garbage disposal at stations and Pest and rodent control at Stations at Ajmer div.

4. Procedure followed in Decision making process including channel of Supervision.

The activities at the field unit level are carried out by the respective Health Inspector/SSE (C&W) in different grades. The extraordinary cases where decisions at these levels are not possible, the issue is referred to the higher authorities' i.e. EnHM related to AME (EnHM & Power). 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 (EnHM&Power). The decision which are beyond the competency of the Sr. Div. Mechanical Engineer (EnHM& Power.) 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.

5. 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. Since the starting of 3rd party cleanliness audits of all major stations of Indian railways, targets are also set to secure good ranks in those 3rd party audits.

6. 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) General Rule and Service Rules.
- v) Indian Railway Store code.
- vi) Indian Railway Conference Rule-Pt-III&IV.
- vii) Various instructions issued by Railway Board from time to time.
- viii) General and subsidiary rule.

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

8. 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 there of

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 there of.

9. 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.

10. A directory of its officers and employees :

S. N.	Name	Designation	Rly Phone (STD-095)	BSNL Phone	Fax No	Mobile No
1	Sh Man Mohan Meena	Sr. DME (EnHM&Power)	44502	0145-2620445	0145-2620445	9001196402
2	Sh Virendra Verma	AME (EnHM & Power)	44506	-	-	9001196404
3	Sh. Umesh Merotra	SSE (C&W)	44549	-	-	9001193602
4	Sh Atul Kumar Jain	Ch.OS (EnHM)	-	-	-	9414252868
5	Sh. Arvind Kumar Sharma	O.S (EnHM)	-	-	-	9001033888
6	Smt. Taruna Pathak Mishra	O.S (EnHM)	-	-	-	9079246687
7	Sh. Govind Singh Rawat	Tech . III (C&W)	-	-	-	9001390398

7. Monthly remuneration received by each of the officers and the employees:

Sr. No	Name	Designation	Basic Pay	Level	Mobile No
1	Sh Man Mohan Meena	Sr. DME (EnHM&P)	86100	Level-12	9001196402
2	Sh Virendra Verma	AME (EnHM & P)	84900	Level-10	9001196404
3	Sh. Umesh Merotra	SSE(C&W)	56900	Level- 7	9001193602
4	Sh Atul Kumar Jain	Ch.OS (EnHM)	74100	Level- 7	9414252868
5	Sh. Arvind Kumar Sharma	O.S (EnHM)	55200	Level-6	9001033888
6	Smt. Taruna Pathak Mishra	O.S (EnHM)	31900	Level-5	9079246687
7	Sh. Govind Singh Rawat	Tech-III (C&W)	22400	Level- 2	9001390398

12. Budget allocated to each of its agency, indicating the particular of all plans proposed expenditures:

S.No.	Demand No	Demand description	Original Budget Grant for 2020-21 in Cr. of Rs.
1.0	9G-284-32	Station Cleanliness	3.13

S.No.	Demand No	Demand description	Original Budget Grant for 2021-22 in Cr. of Rs.
1.0	9G-284-32	Station Cleanliness	2.81

Thanks