

## **Information as per RTI Act 2005**

### **PROCEDURE FOLLOWED IN DECISION MAKING PROCESS INCLUDING CHANNEL OF SUPERVISION:**

- i) The activities at the field unit level are supervised by the respective supervisors of front line offices. DTI is overall in charge of Rules & Establishment . Chief Controller is responsible for Train operations. The extraordinary cases where decisions at these levels are not possible, the issue is referred to the higher authorities i.e. Assistant Operations Manager.
  
- ii) Major decisions like policy decisions, staff welfare, creation of posts, additional assets, creation of facilities etc. are taken by the branch officer i.e. Sr. Divisional Operations Manager, Jaipur. The decision which are beyond the competency of the Sr. Divisional Operations Manager is referred to Addl. Divl. Railway Manager or Divl. Railway Manager or the case is sent to zonal HQ for further disposal at higher level.

### **Targets and functions:**

Targets for various segments 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, certain parameters are set which are being followed by the different divisional unit and field units under the supervision and guidance of zonal HQ.

**RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTION:**

- i) General & Subsidiary Rules.
- ii) Operating Manual.
- iii) Block Working Manual.
- iv) Working Time Table.
- v) Accident Manual
- vi) Disaster Management

**STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:**

Codes, Manuals, Specification, site plans, court cases, public complaints, improvement of traffic, documents, records, files pertaining to inspections at various levels and remedial action. The policy guidelines and instructions from board, corrections slips to various Codes & manuals. Internal correspondence to carry out official jobs, which are not relevant to public at large.

**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:**

in passenger trains & stations, Railway administration accepts the various complaints and suggestions from the bonafied railway passengers and act accordingly for disposal thereof.

**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 Operating department there is no such board, council, committee or other body exists.