

1. The particulars of its organization, functions and duties.

BRIEF HISTORY OF THE JODHPUR WORKSHOP

The Railway Workshop and Stores at Jodhpur were built in the year 1886 under the aegis of Jodhpur Bikaner Railway (JBR) to cater for all sorts of engineering works. Chief Foremen was incharge of the workshop. Maintenance & Repair of rolling stock was its basic work at that time. However, other associated works such as construction of roofs for Balotra Station, making-up of signals for new lines, manufacturing of conservancy carts for the municipality and construction of a number of doors, windows and various petty repair jobs for the His Highness 'Durbar' of Jodhpur & Bikaner and persons connected with the States were also taken in hand.

During the first world war, 15 locomotives per year were attended for their maintenance & repair. In addition to this locomotive work, maintenance of coaches and wagons was introduced on a regular basis after the Second World War. At the same time, the level of Workshop in-charge post was upgraded from Chief Foremen to Chief Mechanical Engineer.

In the year 1952, when State Railways merged into Indian Railway, the Workshop became part of Northern Railway.

In the year 1969, this workshop was made under the control of Dy. CME.

In the year 2002, it became part of North Western Railways.

Since 25 Feb 2004 this workshop is under the control of CWM.

A Basic Training Centre is attached to this workshop to conduct refresher courses for Skilled artisans. In addition to this, training is also being imparted to Intermediate apprentices, Trade apprentices, Candidates appointed on compassionate ground and through RRB/RRC.

CONTRIBUTIONS AT THE NATIONAL LEVEL BY CARRIAGE WORKSHOP, JODHPUR

JU workshop was pioneer in Train Lighting when electric lighting was started on experimental measure on Jodhpur Bikaner Railway in 1887. In 1902 the system was extended to all main line trains

This workshop manufactured Arms and Defense spares during world wars I and II, Indo-China and Indo-Pak wars.

JU workshop introduced VISTODOM Roofing in Narrow Gauge Coaches for tourists

The coaches of the JOY RIDE TRAIN, being run in the Zoological Park at Delhi were manufactured by this workshop.

CARRIAGE WORKSHOP, NORTH WESTERN RAILWAY, JODHPUR

RTI GUIDELINES

Month : Mar- 2022

JODHPUR WORKSHOP AT A GLANCE

Total Area	:	28.5 Acre (115339 Sq. Meter)
Total Covered Area	:	55817 Sq. Meter
Rail Track within Workshop	:	5400 Meter
Road within Workshop	:	1758 Meter
Power requirement	:	850 KVA
Availability of Stand by Power	:	920 KVA
No. of M&P	:	363 Nos.
Present outturn	:	87 BG Coaches / Per Month (17AC+70 Non AC)
Water Pumping Capacity	:	350 KL/Hr
Water Storage Capacity	:	3337 KL
Overhead Tank Capacity	:	250 KL
Health unit	:	01 Nos.
Address	:	Carriage Workshop North Western Railway Jodhpur 342001
Telecommunications	:	0291-2432140
Fax	:	0291-2610496

RTI GUIDELINES

Month : Mar- 2022

2. The power and duties of its officers and employees.

North Western Railway Workshop, Jodhpur is a Periodical Overhauling unit for BG AC and Non-AC coaches under the administrative control of Chief Workshop Manager. The Power and Duties of various officers and staff members are as under –

POWERS AND DUTIES

Chief Workshop Manager (CWM)

Overall Incharge of all operations in Jodhpur Workshop

Appellate Authority for the Jodhpur workshop

Allocates responsibility and authority of Officers and coordinates their activities

Exercise financial powers as per 'Schedule of power'

(A) MECHANICAL

(i) Dy Chief Mechanical Engineer (Dy CME)

Over all In-charge of mechanical activities of the workshop

Public Information Officer for the Jodhpur workshop

To conduct survey of scrap materials along with Dy CMM/JU

Chief safety officer for the workshop

Coordinates development works

Exercise financial powers as per 'Schedule of power'

(ii) Works Manager (WM)

Responsible for all activities related to resolve customer complaints in Jodhpur workshop and for identifying corrective/preventive action, where necessary

Monitors Progress of RSP work and modifications

Over all incharge of the Coach POH Shops

Identifies training needs of SSE In-charges with in his control

Conducts trade test for employees in Artisan cadre

Condemnation of materials and M&P as per 'Schedule of power'

(iii) Assistant Works Manager (AWM)

Controls the activities of the manufacturing shops under his control

Assistant Public Information Officer for the Jodhpur Workshop

Conducts trade test for employees in Artisan cadre

Assessment of the work orders placed by the Division and placing work orders on a particular shop in Jodhpur workshop and arranging for the approval of the competent authority

Monitoring the supply of wheels and axles to division

To study and revise the AAC of the materials time to time on need basis.

Monitoring the procurement of materials through stores

RTI GUIDELINES

Month : Mar- 2022

(B) ELECTRICAL

(i) Dy Chief Electrical Engineer

Nodal Officer for the electrical department

Incharge of all electrical activities of the coach maintenance under his control

Identifies training needs in Electrical Department

Responsible for power supply to the Workshop

Exercise financial powers as per 'Schedule of power'

(ii) Workshop Assistant Electrical Engineer (WAEE)

He assist the Dy Chief Electrical Engineer in his working

Conducts trade test for employees in Artisan cadre

(C) PERSONNEL

(i) Senior Personnel Officer (SPO)

Nodal Officer for the personnel department

Incharge of all activities of personnel department including staff welfare, health care etc.

Defines organization, responsibility and authority in Personnel Department

Responsible for adhering to statutory compulsions concerning Jodhpur workshop, such as Payment of Wages Act, Workmen compensation Act

Responsible for industrial relations activities

Exercise financial powers as per 'Schedule of power'

(D) FINANCE & ACCOUNT

(i) Senior Assistant Finance Advisor (SAFA)

Nodal Officer for the Accounts Department

Incharge of overall activities of Accounts Department

Exercise financial powers as per 'Schedule of power'

(ii) Senior Assistant Finance Advisor (AFA)

He assist the Senior Assistant Finance Advisor in his working

(E) ENGINEERING

(i) Executive Engineer (XEN)

Nodal Officer for Engineering works for workshop

Carrying out all works under the Plan Head – 42

Carrying out Workshop engineering works under the Plan Head – 430

RTI GUIDELINES

Month : Mar- 2022

Carrying out Zonal Contract works
Exercise financial powers as per 'Schedule of power'

(F) STORE

(i) Dy Chief Material Manager (Dy CMM)

Nodal Officer for Store Depot Jodhpur
Exercise financial powers as per 'Schedule of power'
Overall In-charge of all operations in Jodhpur Store depot

(ii) Senior Material Manager (SMM)

He assist the Dy Chief Material Manager in his working

(iii) Assistant Material Manager (AMM)

He assist the Senior Material Manager in his working

(G) SUPERVISORS

(i) Senior Section Engineer Incharges (SSE)

Incharge of individual shops.
Responsible for keeping records, Drawings and Work instructions.
Distribution of Man Power, allotment of machines and arrangement of Material for their shop/section
Responsible for general administration of the shop

(ii) Junior Engineers (JE)

They assist the Senior Section Engineers in their working

(H) Employees

Each of the employees is assigned a specific work by his incharge, which he/she has to complete within a defined time frame and with adequate quality.

3. The procedure followed in the decision making process, including channels of supervision and accountability.

Procedure followed in decision making process :

As per Railway's Mechanical Code, Establishment code, Finance code, stores code and Railway board and HQs directives

Channels of supervision and accountability :

See Organization Chart at the last page

CARRIAGE WORKSHOP, NORTH WESTERN RAILWAY, JODHPUR

RTI GUIDELINES

Month : Mar- 2022

4. The norms set by it for the discharge of its functions.

Norms are followed as per guidelines given in the Coach Maintenance Manual and instructions issued by RDSO, ICF, RCF, Ministry of Railways and Zonal Headquarter.

5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

Every branch of this Workshop has an authorized codebook and being followed by that branch in its working. Related record held under the control of branch officer.

6. A statement of the categories of documents that are held by it or under its control.

Various types of documents maintained many levels for every workstation

7. The particulars of any arrangement that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

Policies are not formulated at workshop levels. However, implementations of each and every policy directives of Railway Board or NWR HQ's are ensured with immediate effects

8. A statement of the boards, councils, 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 meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.

This type of facility not available in this Workshop

9. A Directory of its officers and employees.

OFFICERS

AS ON 31.03.2022

Name	Designation	Rly. Phone		BSNL		AIRTEL
		OFFICE	RESL.	OFFICE	RESL.	CUG
Sh. Inder Jit Dihana	CWM	44250	44251	2432140	-	9001198450
Sh. Lalit sharma	Dy. CME	44252	44169	2624597	-	9001198451
Sh Praveen Choudhary	Dy. CEE	44359	44255	2624758	-	9001198455
VACANT	WM	44260	-	2430595	-	9001198452
Sh. Jagdish Narayan meena	Dy. CPO	44790	-	2433658	-	9001198454

CARRIAGE WORKSHOP, NORTH WESTERN RAILWAY, JODHPUR

RTI GUIDELINES

Month : Mar- 2022

Sh. R K Shukla	AWM	44256	-	2624587	-	9001198453
Sh. B. C. Soni	APE	44256	-	2624587	-	9001198453
Sh. Babu Lal Meena	ACMT	-	-	-	-	9001198458
Sh. P. L. Meena	SAFA	44354	-	2430193	-	9001198457
Vacant	AFA	44354	-	-	-	9001198459
Sh. Raju Mathur	XEN	44548	44475	-	-	9001198254
Sh. Ashok Kumar Chaudhary	DCMM	44760	-	2430299	-	9001198771
Sh.Sudhir kumar Sharma	DMM	44764	-	2430195	-	9001198773
Sh. Avakash Sachan	AMM	44764	-	2430195	-	9001198772
Vacant	APO	44788	-	-	-	-

STD CODE	RLY - 098	BSNL - 0291
----------	-----------	-------------

10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

OFFICERS

AS ON 31.03.2022

S. No.	Designation	Basic	Level	Sanctioned Cadre
1	Chief Works Manager	177400	14	01
2	Dy. Chief Mechanical Engg.	94100	12	-
3	Works Manager	Vacant	-	-
4	Asst. Production Engineer	104400	10	-
5	Asst. Works Manager	95500	10	-
6	Dy. Chief Electrical Engineer	88700	12	-
7	Asst CMT	68000	8	-
8	Dy. Chief Personnel Officer	96900	12	-
9	Sr. Asst. Finance Advisor		-	-
10	Asst. Finance Advisor	Vacant	-	01
11	Executive Engineer	105600	11	-
12	Dy. Chief Material Manager	123100	13	01
13	Div. Material Manager (Dsl/BGKT)	93800	11	01
14	Assistant Material Manager	61300	10	01
15	Asst. Personnel Officer	Vacant	-	-
	TOTAL			

CARRIAGE WORKSHOP, NORTH WESTERN RAILWAY, JODHPUR

RTI GUIDELINES

Month : Mar- 2022

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

Figure in Thousands

भाग सं.	विवरण	2020.21			2021-22 (Up to Feb 2022)			अन्तर	
		Final Budget Grant (FBG)	Actual Expenditure	Variation	OBG	Budget Proportionate	Actual Expenditure	Variation	अन्तर (% में)
03	General Superintendence & Services	111830	111115	-715	124443	114073	105831	-8242	-6.62
04	Repair and Maintenance of Permanent way & works	25410	25070	-340	21469	19680	22707	3027	14.10
06	Repair and Maintenance of Carriage & Wagon	1296164	1295782	-382	1497983	1373151	1275558	-97593	-6.51
07	Repair and Equipment Maintenance	90095	90066	-29	111652	102348	91608	-10740	-9.62
08	NTXR Staff	9393	9393	0	9558	8762	3092	-5670	-59.32
11	Staff Welfare and Working Expenditure	11008	9615	-1393	13461	12339	8855	-3484	-25.88
12	Misc. Working Expenditure	1606	1804	198	1895	1737	1661	-76	-4.01
13	PF, Pension & other retirement benefits	42850	42961	111	40715	37322	51661	14339	35.22
	Grand Total	1588356	1585806	-2550	1821176	1669411	1560973	-108438	-5.95

CARRIAGE WORKSHOP, NORTH WESTERN RAILWAY, JODHPUR

RTI GUIDELINES

Month : Mar- 2022

CARRIAGE WORKSHOP, NORTH WESTERN RAILWAY, JODHPUR

RTI GUIDELINES

Month : Mar- 2022

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

----- **NIL** -----

13. Particulars of recipients of concessions, permits or authorizations granted by it.

----- **NIL** -----

14. Details in respect of the information, available to or held by it, reduced in an electronic form.

----- **NIL** -----

15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

----- **NIL** -----

16. The names, designations and other particulars of the Public Information Officers.

	APPELLATE AUTHORITY	PIO	APIO
NAME	Sh. Indrajeet Dihana	Sh. Lalit Sharma	Sh. B. C. Soni
DESIGNATION	Chief Workshop Manager	Dy. CME	APE
Residential Address	Railway Bunglow No D-23A Rotary Circle, Jodhpur		Baldev Nagar Masuria Jodhpur
E-mail	--	--	--
Contact Nos. Office	0291 - 2432140 098 - 44250 Rly.	0291-2624597 098-44252 Rly.	0291-2624587
Contact No. Residence	0291-2630722		
Mobile	+919001198450	+919001198451	+919001198453
FAX No.	0291-2610496	0291-2624597	--

Right to Information Cell	BSNL - 0291-2631176	Railway - 44272
----------------------------------	----------------------------	------------------------

ORGANISATION CHART - CARRIAGE WORKSHOP, JODHPUR

