

**NORTH WESTERN RAILWAY  
MECHANICAL DEPARTMENT OF AJMER DIVISION**

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

**1. Particulars of organization, functions and duties:**

**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. Powers and duties of officers and supervisors:

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.	CDO/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.
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. Procedure followed in decision making process including channel of supervision**

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

**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. 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.**

**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. 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.**

**9. A directory of its officers and employees**

<b>Sr.No</b>	<b>Name</b>	<b>Designation</b>	<b>Scale</b>	<b>Mobile No</b>
1	Shri Karni Ram	Sr.DME(C&W)All	37500-75000	9001196400
2	Shri S.S Solnaki	ADME(C&W)/All	15600-39100	9001196403
3	Shri Prdeep Kumar	CDO/UDZ	15600-39100	9001196907
	Shri Abhishek Partihar	ACDO/MD	15600-39100	9001196412
4	Shri Kailash Shahani	DCWI(HQ)/All	9300-34800	9001196410
5	Shri Lukman Ali	DCWI(Material)/All	9300-34800	9001196411
6	Shri Manish Kumar	DCWI(Maint)/All	9300-34800	9001196434
7	Shri R. Mandawat	SRSI/All	9300-34800	9001196413
8	Shri Dhanraj Giri	CCCR/All	9300-34800	9001196419
9	Shri R.P Sharma	SSE/All	9300-34800	9001196424
10	Shri Prakash Chouhan	SSE/ABR	9300-34800	9001196430
11	Shri R.P Meena	SSE/MD	9300-34800	9352907238
12	Shri Shiv Raj	JE/MJ	9300-34800	9001196429
13	Shri Devendra Khirya	JE/MVJ	9300-34800	9001196435
14	Shri S.N Goyal	COS/All	9300-34800	9001196416
15	Shri G.R Thanvi	SSE/Linen/MD	9300-34800	9001196425

**10. The particulars of facilities available to citizen for obtaining, information, including the working hours of library or reading room, if maintained for public use: Information obtained through PIO/ RTI cell, DRM office NWR, Ajmer.**

**11. The names, designation and other particulars of the public information officers: Shri Hemant Sulania Sr.DPO/NWR/Ajmer.**

**12. Such other information as may be prescribed and their after updates these publications every year: Not applicable**