

## RTI Guidelines

### **SUO MOTU DISCLOSURE UNDER SECTION 4 (1) b**

- The particulars of its organization, functions and duties
- The Power and duties of its Officers and Employees
- The procedure followed in the decision making process, including channels of supervision and accountability
- The norms set by it for the discharge of its functions as per the prescribed norms of Railway Board, regarding rules, regulations, instructions and manuals the officer is discharging its functions
- The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions, following documents are used: -
  1. General Supply Matters.
    - a. Compendium of Instructions on Power Supply (General) – November 2005 issued by the Railway Board.
    - b. Compendium of Instructions on Power Supply for General Services Vol II, January-2009 issued by the Railway Board.
  2. TL & AC Matters - Compendium of instructions on TL & AC coaches issued by the Railway Board & Camtech.
  3. Special Maintenance Instructions (SMIs) and Modification Sheets (MSs) issued by RDSO.
  4. Regulations for Power Lines Crossing Railway Track issued by the Railway Board in 1987 for granting permission for track crossing of overhead/underground electrical supply lines.
  5. The Electricity Act, 2003.
  6. The Electricity Rules, 2005.
  7. The Energy Conservation Act, 2001.
  8. Energy Conservation Building Code (ECBC), 2007.
  9. Indian Standards.
- A statement of the categories of documents that are held by it or under its control – Not applicable for Electrical/G –
- 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 – Not Applicable for Electrical/G –
- 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 meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public – Not Applicable for Electrical/G –
- A directory of its officers and employees • The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations – Not Applicable for Electrical/G –
- The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made – Not Applicable for Electrical/G –
- The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes – Not Applicable for Electrical/G –
- Particulars of recipients of concessions, permits or authorizations granted by it – Not Applicable for Electrical/G –

• Details in respect of the information, available to or held by it, reduced in an electronic form – Information Available on web site – [https://nwr.indianrailways.gov.in/view\\_section.jsp?lang=0&id=0,1,291,360,476](https://nwr.indianrailways.gov.in/view_section.jsp?lang=0&id=0,1,291,360,476)

• 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 – Not Applicable for Electrical/G –

• The names, designations and other particulars of the Public Information Officers –

<b>Sr.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile No.</b>	<b>OFFICE ADDRESS</b>
1	Sh. SHIV RAM MEEMROTH	Sr.DEE/G	9001199300	DRM Office, Jaipur

• Such other information as may be prescribed and thereafter update this publication every year. – Updates are done every year –