

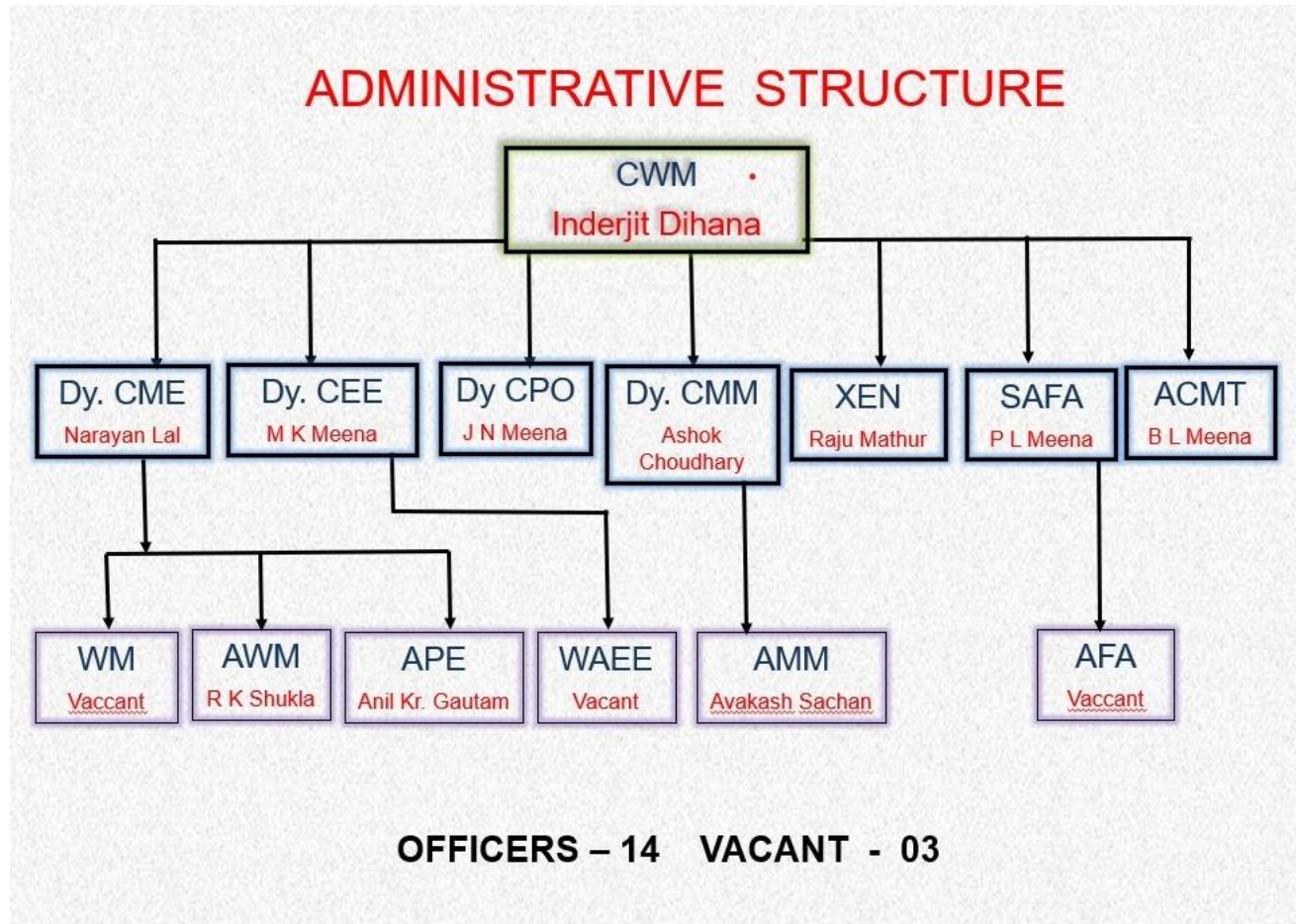
**CARRIAGE WORKSHOP, NORTH WESTERN RAILWAY, JODHPUR**

**INFORMATION AGAINST RTI GUIDELINES**

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

Jodhpur workshop is mainly engaged in Periodical overhauling of broad gauge AC & Non-AC coaches. In addition to this the Workshop also attains Refurbishment of coaches, Intermittent overhauling of Bogies and maintenance & repair of Diesel Wheels and Axles.

**ORGANISATION CHART - CARRIAGE WORKSHOP, JODHPUR**



**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

Defines organization, responsibility and authority

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

Coordinates development works

Exercise financial powers as per 'Schedule of power'

To execute instructions provided by Chief Workshop Manager

**(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'

To execute instructions provided by Chief Workshop Manager

**(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

**CARRIAGE WORKSHOP, NORTH WESTERN RAILWAY, JODHPUR**

**INFORMATION AGAINST RTI GUIDELINES**

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  
To execute instructions provided by Chief Workshop Manager

**(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'  
To execute instructions provided by Chief Workshop Manager

**(ii) Workshop Assistant Electrical Engineer (WAEE)**

Provides assistance to the Dy Chief Electrical Engineer in his/her working  
Conducts trade test for employees in Artisan cadre  
To execute instructions provided by Chief Workshop Manager

**(C) PERSONNEL**

**(i) Dy. Chief Personnel Officer (CPO) / 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'  
To execute instructions provided by Chief Workshop Manager

**(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'  
To execute instructions provided by Chief Workshop Manager

**CARRIAGE WORKSHOP, NORTH WESTERN RAILWAY, JODHPUR**

**INFORMATION AGAINST RTI GUIDELINES**

**(ii) Senior Assistant Finance Advisor (AFA)**

Provides assistance to the Senior Assistant Finance Advisor in his/her working

Exercise financial powers as per 'Schedule of power'

To execute instructions provided by Chief Workshop Manager

**(E) ENGINEERING**

**(i) Executive Engineer (XEN)**

Nodal Officer of Engineering works for workshop

Carrying out all works under the Plan Head – 42

Carrying out Workshop engineering works under the Plan Head – 430

Carrying out Zonal Contract works

Exercise financial powers as per 'Schedule of power'

To execute instructions provided by Chief Workshop Manager

**(F) STORE**

**(i) Dy Chief Material Manager (Dy CMM)**

Nodal Officer for Store Depot Jodhpur

Overall In-charge of all operations in Jodhpur Store depot

Exercise financial powers as per 'Schedule of power'

To execute instructions provided by Chief Workshop Manager

**(ii) Senior Material Manager (SMM)**

Provides assistance to the Dy Chief Material Manager in his/her working

Exercise financial powers as per 'Schedule of power'

To execute instructions provided by Chief Workshop Manager

**(iii) Assistant Material Manager (AMM)**

Provides assistance to the Dy Chief Material Manager & Senior Material Manager in his/her working

Exercise financial powers as per 'Schedule of power'

To execute instructions provided by Chief Workshop Manager

**(G) SUPERVISORS**

**(i) Senior Section Engineer Incharges (SSE)**

Incharge of individual shops

Responsible for keeping records, Drawings and Work instructions and other documents

Distribution of Man Power, allotment of machines and arrangement of Material for their shop/section

Responsible for general administration of the shop

INFORMATION AGAINST RTI GUIDELINES

To execute instructions provided by concerned departmental officer

**(ii) Junior Engineers (JE)**

Provides assistance to the Senior Section Engineers in their working

To execute instructions provided by concerned departmental officer

**(H) Office staff & Technical 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 guidelines provided in Railway's Mechanical Code, Establishment code, Finance code, stores code and directives from Railway board and HQs office.

**Channels of supervision and accountability :**

See Organization Chart at the first page.

**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 Headquarters office.

**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 which is 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.**

As per the nature of the work, various types of documents are maintained at various levels for each 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 and Zonal Headquarters office are ensured with immediate effects.

**CARRIAGE WORKSHOP, NORTH WESTERN RAILWAY, JODHPUR**

**INFORMATION AGAINST RTI GUIDELINES**

- 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 is not available in this Workshop.

- 9. A Directory of its officers and employees.**

**OFFICERS -**

Name	Designation	Rly. Phone		BSNL		CUG No.
		OFFICE	RESI.	OFFICE	RESI.	
Sh. Inderjit Dihana	CWM	44250	44251	2432140	-	9001198450
Sh. Narayan Lal	Dy. CME	44252	-	-	-	9001198451
Sh. Mahendra Kumar Meena	Dy. CEE	44359	-	-	-	9001198455
VACANT	WM	44260	-	-	-	-
Sh. Jagdish Narain Meena	Dy. CPO	44790	-	-	-	9001198454
Sh. Ramesh Kumar Shukla	AWM	-	-	-	-	9001198211
Sh. Anil Kumar Gautam	APE	44256	-	-	-	9001198453
Sh. Babu Lal Meena	ACMT	-	-	-	-	9001198458
Sh. P. L. Meena	SAFA	44354	-	2430193	-	9001198457
VACANT	AFA	-	-	-	-	-
Sh. Raju Mathur	XEN	-	-	-	-	9001198254
Sh. Ashok Kr. Chaudhary	Dy. CMM	44760	-	2430299	-	9001198771
Sh. Bhumi Prakash	DEE/Store	44608	-	-	-	9001198775
Sh. Avakash Sachan	AMM	44764	-	-	-	9001198772
VACANT	APO	44788	-	-	-	-
STD CODE			RLY - 098		BSNL - 0291	

**CARRIAGE WORKSHOP, NORTH WESTERN RAILWAY, JODHPUR**

**INFORMATION AGAINST RTI GUIDELINES**

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

**OFFICERS**

S. No.	Designation	Basic Pay	Level	Sanctioned Cadre	Workcharge post
1	Chief Works Manager	188200	14	1	-
2	Dy. Chief Mechanical Engineer	162300	14	1	-
3	Works Manager	Vacant	-	1	-
4	Asst. Production Engineer	84900	10	1	-
5	Asst. Works Manager	98400	10	1	-
6	Dy. Chief Electrical Engineer	83600	12	1	-
7	ACMT	70000	8	1	-
8	Dy. Chief Personnel Officer	112100	12	1	-
9	Sr. Asst. Finance Advisor	71800	11	-	1
10	Asst. Finance Advisor	Vacant	-	1	-
11	Executive Engineer (workshop)	112100	11	1	-
12	Dy. Chief Material Manager	130600	13	1	-
13	DEE/Store (DSL/BGKT)	95500	10	1	-
14	Assistant Material Manager	65000	10	1	-
15	Asst. Personnel Officer	Vacant	-	1	-

**CARRIAGE WORKSHOP, NORTH WESTERN RAILWAY, JODHPUR**

**INFORMATION AGAINST RTI GUIDELINES**

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

All Figure are in Thousands

Demand No.	Item	2022-23			2023-24 (Upto July-2023)			Variation	
		Final Budget Grant	Actual Expenditure	Variation	Original Budget Grant	Budget Proportionate	Actual Expenditure	Difference (In Rs)	Difference (In %)
03	General Superintendence & Services	102900	102933	33	121143	40381	36520	-3861	-3.19
04	Repair and Maintenance of Permanent way & Works	18800	18834	34	25735	8578	1398	-7180	-27.90
06	Repair and Maintenance of Carriage & Wagon	1431100	1431121	21	1534827	511609	565899	54290	3.54
07	Repair and Equipment Maintenance	106500	106450	-50	117329	39110	37059	-2051	-1.75
08	NTXR Staff	3200	3192	-8	2350	783	1618	835	35.52
11	Staff Welfare and Working Expenditure	10000	9956	-44	10574	3525	9178	5653	53.46
12	Miscellaneous Working Expenditure	1700	2480	780	2252	751	509	-242	-10.73
13	PF, Pension & other retirement benefits	60000	59980	-20	385065	128355	22155	-106200	-27.58
	<b>Grand Total</b>	1734200	1734946	746	2199275	733092	674336	-58756	-2.67



**CARRIAGE WORKSHOP, NORTH WESTERN RAILWAY, JODHPUR**

**INFORMATION AGAINST RTI GUIDELINES**

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.

	<b>APPELLATE AUTHORITY</b>	<b>PIO</b>	<b>APIO</b>
<b>NAME</b>	Sh. INDER JIT DIHANA	Sh. NARAYAN LAL	Sh. ANIL KUMAR GAUTAM
<b>DESIGNATION</b>	Chief Workshop Manager	Dy. CME	APE
<b>Residential Address</b>	Railway Bunglow No D-23A Rotary Circle, Jodhpur	92, Adeshwar Nagar, Near Birla Public School Jodhpur	Railway Bunglow M-33A Near Railway Hospital Jodhpur
<b>E-mail</b>	-	-	-
<b>Contact Nos. Office</b>	0291 - 2432140 098 - 44250 Rly.	098-44252 Rly.	-
<b>Contact No. Residence</b>	0291 - 2630722	-	-
<b>Mobile</b>	9001198450	9001198451	9001198453
<b>FAX No.</b>	0291 - 2610496	-	-

<b>Right to Information Cell</b>	<b>9664383779 ( Sh. Ganshyam )</b>
----------------------------------	------------------------------------