

North Western Railway Mechanical (C&W) Department of Bikaner 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 01 Divisional Mech. Engineer (C&W), 02 Asstt. Coaching depot officer/BKN & SGNR, Senior Section Engineer/In-charge Coaching Depots 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 Senior Section Engineers & Junior Engineers are responsible for maintenance of rolling stocks, maintenance and operation of break down equipments etc.

Functions of mechanical department:

- i) Maintenance of coaching & freight rolling stock.
- ii) Maintenance and Operation of Break Down equipments, Restoration, Relief and Rescue work in case of railway accident.

2. Powers and duties of officers and supervisors:

S .No	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	DME (C&W) and ACDO	Management of C&W activities at field 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 equipments under Mech. Department.
3	SSE Depot In charge	Management of coaching activities of coach care complexes, co-ordination with Divisional head quarter for smooth functioning of CCC/ BKN,LGH,BNW & SGNR, 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 equipments of CCC.
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 equipments, 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. Coaching Depot in-charges for Coach Care Complex, & Divisional Mechanical Engineer (C&W). 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) 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

S.No	Name	Designation	Rly Phone (STD-097)	BSNL Phone	FaxNo	MobileNo
1.	Sh.Rahul Garg	Sr.DME(C&W)	44500	0151	2543734	9001197400
2.	Sh. Vishvender Hooda	DME/C&W	44506	-	-	9001197404
3.	Sh. Lukmaan Ali	ACDO/SGNR	-	-	-	9001197403
4.	Sh. V. P. Rathore	ACDO/BKN	-	-	-	9001197407
5.	Sh.Manoj Kumar Tawnia	SSE/IC/DRMO (Works, M&P, Tender & Planning)	-	-	-	9001197405
6.	Sh.Manish Gothwal	SSE/ DRMO (M&P, Works & Planning)	-	-	-	9256096593
7.	Ms. Taruna	SSE/ DRMO (Tender)	-	-	-	9256096660
8.	Sh.Manish Sain	SSE/ DRMO (Store & HQ)	-	-	-	9001197416
9.	Sh. Deepak Jain	SSE/CCR	-			9001197422
10.	Sh.Harendra Singh	SSE/IC/BKN	44516	-	-	9251003909
11.	Sh. Mukesh Kumar Tamesh	SSE/IC/LGH	-	-	-	9001197419
12.	Sh. Hajari Lal Meena	SSE/ART/LGH	-	-	-	9001197409
13.	Sh. Hitesh Bansal	SSE/IC/SGNR	49366	-	-	9001197413
14.	Sh. Mahendra Sharma	SSE/IC/HSR	-	-	-	9729595394
15.	Sh. Sudheer Kumar	SSE/IC/BNW	40366	-	-	9729595396
16.	Sh.Krishan Lal	SSE/IC/HMH	-	-	-	9001197414
17.	Sh. Rajpal	SSE/IC/SOG	48366	-	-	9001197411
18.	Sh. K.R.Meena	SSE/IC/CUR	44532	-	-	9001197418
19.	Sh. Hari Narayan	SSE/DTI	45658	-	-	9001197417
20.	Sh. Dharmendra Mohan	Ch.OS/Mech	44512			9251003917

Monthly remuneration received by each of the officers and the employees

Sr. No	Name	Designation	Level	Mobile No.
1.	Sh. Rahul Garg	Sr.DME(C&W)	L-13	9001197400
2.	Sh. Vishvender Hooda	DME/C&W	L-11	9001197404
3.	Sh. Lukmaan Ali	ACDO/SGNR	L-8	9001197403
4.	Sh. V. P. Rathore	ACDO/BKN	L-9	9001197407
5.	Sh. Hari Narayan	SSE/DTI	L-9	9001197417
6.	Sh. Manoj Kumar Tawnia	SSE/IC/DRMO (Works, M&P, Tender & Planning)	L-8	9001197405
7.	Sh. Manish Gothwal	SSE/ DRMO (M&P, Works & Planning)	L-7	9256096593
8.	Ms. Taruna	SSE/ DRMO (Tender)	L-7	9256096660
9.	Sh. Manish Sain	SSE/ DRMO (Store & HQ)	L-7	9001197416
10.	Sh. Deepak Jain	SSE/CCR	L-8	9001197422
11.	Sh. Harendra Singh	SSE/IC/BKN	L-7	9251003909 9001197406
12.	Sh. Mukesh Kumar Tamesh	SSE/IC/LGH	L-8	9001197419
13.	Sh. Hajari Lal Meena	SSE/ART/LGH	L-9	9001197409
14.	Sh. Hitesh Bansal	SSE/IC/SGNR	L-8	9001197413
15.	Sh. Mahendra Sharma	SSE/IC/HSR	L-8	9729595394
16.	Sh. Sudheer Kumar	SSE/IC/BNW	L-8	9729595396
17.	Sh. Krishan Lal	SSE/IC/HMH	L-8	9001197414
18.	Sh. K.R.Meena	SSE/IC/CUR	L-8	9001197424
19.	Sh. Rajpal	SSE/IC/SOG	L-8	9001197411
20.	Sh. Dharmendra Mohan	Ch.OS/Mech	L-7	9251003917

10. Budget allocated to each of its agency, indicating the particulars of all plans proposed expenditures and reports on disbursements made

S.No	Demand No.	Budget Grant 24-25 (in thousands)
1	6D 200	128206
2	D 300	764
3	6D 200 PU 27	12072
4	6D 300 PU 27	0
5	6D 200 PU 32	11635
6	8F 500 PU 27	106108

11. The matter of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programmes: Not applicable
12. Particulars of recipients of concessions permits or authorisation granted by it: Not applicable
13. Details in respect of the information, available to or held by it, reduced in an electronic form: Not applicable
14. 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, Bikaner.
15. The names, designation and other particulars of the public information officers: Shri R.S. Choudhary Sr.DEE/NWR/Bikaner.
16. Such other information as may be prescribed and their after updates these publications every year: Not applicable

Information as per CVC guidelines

S.No	Items	Remarks
1	Registration of contractors/ suppliers/ vendors for expenditure contracts for which registered / approved list is maintained.	Nil
2	Registration of contractors for earning contracts for which registered/approval list is maintained	Nil
3	Registration of firms trade group wise and category wise in respect of procurement to be done by stores department	NA
4	Registration of firms/hospitals for medical supplies/health care	NA
5	Renewal of registration/re-registration in respect of items 1, 2, 3 & 4 above	NIL
6	Approval of vendors by RDSO (both as part i or part ii source) along with directorate operating procedure (DOP) and schedule of technical requirement (STR). Similar action should be taken by CORE, DLW, CLW, ICF, RCF for approving sources for the items allotted to them.	NA
7	Renewal of approval of vendors by RDSO (both part i & part ii sources) by RDSO, CORE, DLW, CLW, ICF & RCF.	NA
8	Up gradation of a vendor from part ii list to part i list.	NA
9	Licenses of RTSA & CBA	NA
10	PCO booth licenses	NA
11	Commercial plots	NA
12	Stacking permission.	NA
13	Pay and use' toilet licenses.	NA
14	Leasing for food plazas.	NA
15	Parcel handling & transshipment licenses.	NA
16	Registration of indents and allotment of rakes.	NA
17	Tourist car, coach and train booking.	NA
18	Application forms for claims compensation.	NA
19	Application forms for refund of freight & fare.	NA
20	Waival of demurrage and wharfage.	NA
21	Appointments as consultant doctors on contract & its	NA

	renewal.	
22	Appointments against cultural quota, sports quota, handicap quota and scouts & guides quota, vacancies/examination dates.	NA
23	Cases requiring appointments on compassionate grounds.	NIL
24	Status of all bill payments to contractors/ suppliers etc.	Uploaded above
25	Recruitment by railway recruitment boards and RPF/RPSF.	Nil
	A. Employment notices indicating vacancy position, category, state (in case of RPF/RPSF only), community wise, eligibility criteria etc. B. Clear position of receipt of applications with necessary information. C. Details of rejection of applications. D. Details of issue of call letters. E. Date, time and venues of examinations. F. Publication of results and panels G. Information regarding withholding of result or cancellation of	Nil Nil Nil Nil Nil
	examination.	
26	Details of tenders/works contracts of value > Rs.1crore in respect of Engineering/Mechanical /Electrical/S&T & Medical departments, rs.50 lakhs for commercial department and all purchases of value > Rs.20 lakhs done through stores contracts. Additional details actual date of start of work/actual date of completion / reasons for delays, if any.	Annexure-I
27	Monthly summary of all works contracts/purchases as per SL. 26.	Annexure-I
28	All types of licenses, permissions, clearances	Nil
29	All applications forms/preforms should be available on website in downloadable form. After receipt of application forms, the deficiencies found about documents/information submitted	Nil
30	Status of individual applications/matters	Nil