

INFORMATION IN REFERENCE TO SECTION 4 (b) of RTI ACT 2005

Engineering Department

Sub Section	Information Sought	Remarks
4(1)(b) (i)	The particulars of functions and duties its organization,	Engineering department, Vijayawada Division Divisional Railway Manager Office, Vijayawada-520001. Sr.DEN/Co-ord/BZA: Overall In charge of Civil Engineering department of Vijayawada Division assisted by 6 officers Sr.DEN/North, Sr. DEN/South/BZA, DEN/Central/BZA, DEN/East/BZA, DEN/Bridges and DEN/General/BZA Functions and duties include inspection and maintenance of track, buildings, bridges and other structures under the jurisdictions of Sr.DENs/DENs.
4(1)(b) (ii)	The powers and duties of officers and employees	Officers : 1) Inspections, maintenance and execution of Permanent way works and Civil engineering works under their jurisdiction. 2) Sanctioning of estimates as per the guide lines laid in Schedule of powers. Employees : 1) Attending day to day maintenance works and special works. 2) Implementation of Higher official instructions. 3) Preparation of plans, estimates and tender schedules for the sanctioned works. 4) Preparation of replies for headquarters correspondence For details please follow the link https://indianrailways.gov.in/railwayboard/view_section.jsp?lang=0&id=0,5,377
4(1)(b) (iii)	The Procedure followed in the decision making process including channels of supervision	Primarily decision making is based on the various circulars issued by Railway Board and Schedule of Powers issued by South Central Railway. Any decision may be taken as per the guide lines laid down in the respective manuals and to be preceded accordingly without any deviations. If any deviation occurred, concerned employee is accountable.

4(1)(b) (iv)	The norms set by it for the discharge of its function	<p>1) Towards functioning Targets are set for the Performance of the Division by the Zonal Headquarters and Division strives to achieve the targets set by the Headquarters.</p> <p>2) Knowledge of rules and regulations must be known for the discharge of functions.</p> <p>3) Observance of the rules and procedures relating to the duties.</p> <p>4) Coordination with the officials of other departments.</p>
4(1)(b) (v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees	<p>There are various Manuals, Railway Board Circulars and Directives and Instructions from Zonal Headquarters are used to discharging the functions. Some of them are</p> <ol style="list-style-type: none"> 1) Establishment code 2) Financial code 3) Engineering code 4) General and Subsidiary rules 5) Permanent way manual 6) Bridge manual 7) Works manual <p>for details please follow the link https://indianrailways.gov.in/railwayboard/view_section.jsp?lang=0&id=0,5,377</p>
4(1)(b)(vi)	A statement of the categories of documents that are held by it or under its control.	<p>As per general & subsidiary rules, Establishment code, Financial code, Engineering code, General and Subsidiary rules, Permanent way manual, Bridge manual, Works manual, accident manual. In addition, policy Circulars / important letters / Instructions / Joint Procedure orders, etc., issued from Railway Board / Zonal Railway / Divisional office from time to time.</p>
4(1)(b)(vii)	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

4(1)(b)(viii)	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
4(1)(b)(ix)	A directory of its officers and employees.	<u>Vijayawada Division engineering department phone numbers: https://scr.indianrailways.gov.in/cris/uploads/files/1623735676090-Phone%20nos..pdf</u>
4(1)(b)(x)	Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	It is decided by Ministry of Finance & Ministry of Railway to the specified grade of officers & staff. Latest salary data of officer& staff of BZA division is updated on monthly basis on web site.
4(1)(b)(xi)	Budget allocated to each of its agency indicating the particulars of all pans, proposed expenditures and reports on disbursements made.	Expenditure is done in various works under Pink Book, LAW and Revenue grant. Budget is alloted depending upon the importance and urgency of works. Reviews are made periodically and accordingly changes are made as per the requirement.
4(1)(b)(xii)	Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	Not applicable
4(1)(b)(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it.	Not applicable
4(1)(b)(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form.	Code and manuals are available on Indian Railways web site link https://indianrailways.gov.in/railwayboard/view_section.jsp?lang=0&id=0,5,377

4(1)(b)(xv)	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
4(1)(b)(xvi)	The names, designations and other particulars of the Public Information Officers.	Appellate Authority – Sr.DEN/Co. ordination/Vijayawada Rly. Auto No. : 67500; Office Ph.No. : 0866-2767500 Rly. Auto No. : 67500 Office Ph.No. : 0866-2767500
4(1)(b)(xvii)	Such other information as may be prescribed and thereafter updated these publications every year	NIL
4(1)(b)(xviii)	Incumbency position in Department of Revenue	Not Applicable