

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

Sub section	Information Sought	Remark
4 (b) (i)	The particulars of its organization, functions and duties	<p>The Operating department is concerned with the operation of passengers, Goods & other trains (Departmental, Shunting, Military trains, etc.)and it is headed by Senior Divisional Operations Manager.</p> <p>Function & duties:</p> <p>(i) Planning, organizing, coordinating, directing, monitoring, controlling and supervising the activities connected with operation of Coaching, Goods and Other (departmental, shunting, military, etc.) trains.</p> <p>(ii) Handling the problems, which arise in the course of the operation of trains as per objectives, goals and priorities laid down from time to time.</p> <p>(iii) Safety in train operations.</p> <p>(iv) Economy and efficiency in train operation.</p> <p>Click here (Annexure-I) to see Organisation chart</p>
4 (b) (ii)	The powers & duties of its officers & employees	<p>Officers: Act as per the schedule of powers delegated by Railway Board & carrying out all works related to train operations.</p> <p>Staff: All operating staff have to perform duties as laid down under the various rules & regulations specified in the Manuals, Rule books, circulars, etc. from time to time.</p>
4 (b) (iii)	The procedure followed in the decision making process, including channels of supervision and accountability	<p>Procedure followed as per General & Subsidiary Rules, Operating Manuals, Accident Manuals, Station Working Rules, Block working Manual, Working Time Table, Normal Composition, Marshalling Order and Links of Trains, Policy Circulars / letters / Instructions</p>
4 (b) (iv)	The norms set by it for the discharge of its functions	<p>/ Joint Procedure orders, etc., issued from Railway Board, Zonal & Divisional office from time to time.</p>

4 (b) (v)	The rules, regulations, instructions, manuals, held by it or under its control or used by its employees for discharging its functions	General & Subsidiary Rules, Operating Manuals, Accident Manuals, Station Working Rules, Block working Manual, etc. In addition, Working Time Table, Normal Composition, Marshalling Order and Links of Trains, Policy Circulars / letters / Instructions / Joint Procedure orders, etc., issued from Railway Board, Zonal & Divisional office from time to time.
4 (b) (vi)	A statement of the categories of documents that are held by it or under control	As per general & subsidiary rules, operating manual, accident manual, station working rules. In addition, policy Circulars / important letters / Instructions / Joint Procedure orders, etc., issued from Railway Board /Zonal Railway / Divisional office from time to time.
4 (b) (vii)	The particulars of any arrangement that exists for consultation with, or representation by members of the public in relation to the formulation of its policy or implementation thereof	Not applicable
4 (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 (b) (ix)	A directory of its officers and employees	Click here (Annexure-II) to see directory

4 (b) (x)	The monthly remuneration received by each of its officers and the 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. The item is under purview of Accounts & Personnel Departments.
4 (b) (xi)	The budget allocated to each of its agency, including the particulars of all plans, proposed expenditures and reports on disbursements made	Not applicable
4 (b) (xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of each programme	Not applicable
4 (b) (xiii)	The particulars of recipients of concessions, permits or authorizations granted by it	Not applicable
4 (b) (xiv)	The details in respect of the information, available to or held by it, reduced in an electronic form	Public Time Table
4 (b) (xv)	The particulars of facilities available to citizens for obtaining information, including working hours of a library or reading room, if maintained for public use	-----

4 (b) (xvi)	The names, designations and other particulars of the Public Information Officers	<u>Public Information Officer:</u> <u>Sri Vadde Anjaneyulu</u> <u>(Senior Divisional operations Manager), Contact no. : 070-68100 & 0866-2573461</u>
4 (b) (xvii)	Such other information as may be prescribed, and thereafter update these publications every year	Information related to public time table is updated and available on the website of South Central Railway www.scr.indianrailways.gov.in