

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

Sub Section	Information Sought	Remarks
4(1)(b) (i)	The particulars of functions and duties its organization,	<p>Mechanical department is one of department located in Ground Floor of DRM block in Vijayawada Division Divisional Railway Manager Office, Vijayawada-520001. Sr.DME/BZA: Overall In charge of Mechanical(C&W) department of Vijayawada Division assisted by 4 Junior scale officers ADME/Div,CDO, ADME/COA &ADME/WD/BZA. The functions and duties are as under.</p> <ol style="list-style-type: none">1.The main Function and duties are maintenance of Coaching and freight Rolling stock.2. In addition to above Breakdown maintenance and attending Break downs.3. Development infrastructure to carry out Maintenance of Rolling stock..4. Drawing stores and procurement of Rolling stock .5. Processing of various contracts related to works /services, execution and its bills.

4(1)(b) (ii)	The powers and duties of officers and employees	<p>Officers :</p> <ol style="list-style-type: none"> 1) Inspections, maintenance of Rolling stock 2) Sanctioning/processing of estimates by Sr.DME as per the guide lines laid in Schedule of powers. <p>Employees :</p> <ol style="list-style-type: none"> 1) Attending day to day maintenance works and schedule repair works. 2) Implementation of instructions from Higher officials 3) Preparation of plans, Indents, estimates and tender schedules for the sanctioned works. 4) Preparation of replies for headquarters correspondence. 5) Investigation of failures and action to avoid reoccurrence of such failures 6) Conducting of enquiries in respect of failures, derailments and submission of its reports.
4(1)(b) (iii)	The Procedure followed in the decision making process including channels of supervision	The Channel of submission is from SSE/ADME level and final level of decision/disposal making/of proposal by Sr.DME. The channel is being followed as prescribed in Schedule of Powers issued Railway
4(1)(b) (iv)	The norms set by it for the discharge of its function	<ol style="list-style-type: none"> 1) 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. 2) Knowledge of rules and regulations must be known for the discharge of functions. 3) Observance of the rules and procedures relating to the duties. 4) Coordination with the officials of other departments.

4(1)(b) (v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees	There are various Manuals, Railway Board Circulars, Directives and Instructions from Zonal Headquarters which are used in discharging the functions. Some of them are 1) General conditions of contracts for works and services 2) Wagon and coaching Manuals 3) Accident Manual 4) IRCA part III and Part IV 5) RDSO/CAMTECH publications
4(1)(b)(vi)	A statement of the categories of documents that are held by it or under its control.	Code books of Establishment code, Financial code, General conditions of contracts for works and services, Wagon and coaching Manuals, Accident Manual, IRCA part III and Part IV. In addition, policy Circulars / important letters / Instructions / Joint Procedure orders, etc., issued from Railway Board / Zonal Railway / Divisional office from time to time.
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.	Vijayawada Division Mechanical department phone numbers: Information can be viewed on SCRly website http://www.scr.indianrailways.gov.in
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.
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 allotted 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 books and manuals are available on Indian Railways web site
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.	APIO - Sr.DME/BZA Rly. Auto No. : 67900 Office Ph.No. : 08662767900

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