

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

**PERSONNEL**

<b>Sub Section</b>	<b>Information Sought</b>	<b>Remarks</b>
4(1)(b) (i)	The particulars of functions and duties its organization,	Personnel Department is a heartbeat of organization equipped at present with 19075 man power force on Vijayawada Division for train operation and its maintenance activities duly supported with 199 staff exclusively for personnel department to take care of personal grievances of railway staff existing and retired,
4(1)(b) (ii)	The powers and duties of officers and employees	<p><b>Recruitment,* Training,* Postings, transfers, Conduct of selections</b>  <b>* Maintenance of Service Registers and Leave charts,* Preparation and maintenance of Seniority lists</b>  <b>* Conduct of negotiating meeting with organized labor</b>  <b>* Conduct of informal meeting with welfare association</b>  <b>* Welfare activities for the employees as well as for their wards,* Sanction of all interest advances like HBA, Computer etc</b>  <b>* Sanction of interest free advances like Online PF Loan, Festival Advance etc</b>  <b>* Payment of ex-gratia,* Arranging settlement dues to the retiring staff</b>  <b>* Arranging settlement dues to the deceased employees, voluntarily retired employees.</b>  <b>* Sanction of Secondary family pension,* Dealing with court cases</b>  <b>* Dealing with RTI applications,Absorption of medically de-categorised staff in an alternative post</b>  <b>* Issue of identity cum Medical cards to the serving as well as retired employees</b>  <b>* Maintenance of Book of Sanctions,* Appointment of wards on compassionate grounds</b>  <b>* Allotment of Railway Quarters,* Drawal of Salaries to officers and staff of BZA division</b></p>
4(1)(b) (iii)	The Procedure followed in the decision making process including channels of supervision	The procedure/norms set for discharge of function are as per the provisions contained in various codes/manuals. The general procedural instructions are also reiterated/ issued from time to time.

4(1)(b) (iv)	The norms set by it for the discharge of its function	The procedure/norms set for discharge of function are as per the provisions contained in various codes/manuals. The general procedural instructions are also reiterated/ issued from time to time.
4(1)(b) (v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees	A number of rules, regulations, instructions, codes, manuals, Acts, etc have already been published and in use by the railway employees for discharging their functions.
4(1)(b)(vi)	A statement of the categories of documents that are held by it or under its control.	The Railway Board Policy Circulars, Important letters from the Board, HQ and other departments.
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	Does not pertain to Personnel Department

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.	Does not pertain to Personnel Department
4(1)(b)(ix)	A directory of its officers and employees.	<a href="http://www.scr.indianrailways.gov.in">http://www.scr.indianrailways.gov.in</a>
4(1)(b)(x)	Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	<b>It is decided by Ministry of Finance and Ministry of Railway to specified grade of officers &amp; staff.</b>
4(1)(b)(xi)	Budget allocated to each of its agency indicating the particulars of all pans, proposed expenditures and reports on disbursements made.	Does not pertain to Personnel Department
4(1)(b)(xii)	Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	Does not pertain to Personnel Department
4(1)(b)(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it.	Does not pertain to Personnel Department

4(1)(b)(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form.	Does not pertain to Personnel Department
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.	Does not pertain to Personnel Department
4(1)(b)(xvi)	The names, designations and other particulars of the Public Information Officers.	<b>Public Information Officer &amp; Sr. Divisional Personnel Officer: Shri G.R. SUDHEER KUMAR, Contact No 08662573904 &amp; Rly 68300, Appellate Authority &amp; Additional Railway Manager (infra) Shri D. SRINIVASA RAO, Contact No 086625733027 Rly 67002</b>
4(1)(b)(xvii)	Such other information as may be prescribed and thereafter updated these publications every year	Available on public domain' <a href="http://www.scr.indianrailways.gov.in">www.scr.indianrailways.gov.in</a>
4(1)(b)(xviii)	Incumbency position in Department of Revenue	Does not pertain to Personnel Department