

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>Environment & Housekeeping Management department is located in 2nd floor of DRM office East block in Vijayawada Division, Divisional Railway managers office , Vijayawada-520001.</p> <p>Sr.DEnHM/BZA : Overall incharge of Environment & Housekeeping Management department. assisted by one Junior scale officer ADEnHM.</p> <p>The functions and duties are as under:</p> <ol style="list-style-type: none"> 1. All matters pertaining to framing if policies, programmes, initiatives in consultation with executing Departments/ Directorates a)Housekeeping /Cleanliness of coaching Trains including, Railway Stations (all categories) with in the outside circulating area at stations. b) On Board Housekeeping Services (OBHS). c) Linen management in trains and at stations. 2. Capacity Building including training, seminars and workshop on Environment & Housekeeping related matter. 3. All matters pertaining to Swacch Bharat Abhiyaan including coordination with Directorates. 4. Solid waste management - policy & monitoring. 5. Environment Management plan including accreditation. 6. Climate change and Sustainable development. 7.Co-ordination on all Environmental & House keeping cases of National green tribunal (NGT). 8.Coordination with Ministry of Environment,Forest and climate change(MOEFC) in all related issues regarding (4,5&6) above. 9.Inter-Ministerial and Inter-departmental coordination on climate change and related matters. 10. Parliament Question, RTI, Audit para NGT,Court cases CA-iii on above issues as a single agency. 11.Sanction of ERW funds.
4(1)(b) (ii)	The powers and duties of officers and employees	<p>Officers:</p> <ol style="list-style-type: none"> 1)Inspection of stations, maintnance of Station cleanliness activities, by contract staff under the supervision of HI's 2)sanctioning and processing of Estimates by Sr.DEnHM as per guide lines laid in schedule of Powers. <p>Employees:</p> <ol style="list-style-type: none"> 1) Implementation of instructions from higher officials. 2) Preparation of indents,estimates and tender schedules for the sanction work. 3) Preparation of replies for Head quarters corrspondance. 4) Processing of ERW funds.
4(1)(b) (iii)	The Procedure followed in the decision making process including channels of supervision	The Channel of submission is from SSE/ADEnHM level and final level of dicion /disposal making of proposal by Sr.DEnHM. The channel is being followed as prescribed in schedule of powers issued by Railway Board
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 parameters of EnHM wing of Divisions by the zonal head quarters and Divisions strives to achive targets set by the Head quarters. 2) Knowledge of Rulesand regulations must be known for the discharge of functions. 3) Observance of Rules and procedure relating to the duties. 4) Coordination with the officials of other Departments
4(1)(b) (v)	The rules,regulations, instructions,manualsand records, held by it or underitscontrol or used by its employees	<p>There are various various mannuals Railway Board circulars,Directives and instructions from Zonal Head quarters which are used in discharging the functions Some of them are</p> <ol style="list-style-type: none"> 1) General condition of contractfor works and services. 2) Schedule of Powers.
4(1)(b)(vi)	A statement of the categoriesof documents that are held by it or under its control.	Code books establishment code , Financial code, General condition of contracts for works and services ,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 EnHM 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 Railways 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 importance and urgent 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 Railway Website
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.DEnHM/BZA Rly. Auto No. : 67907 Office Ph.No. : 08662767907
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