

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

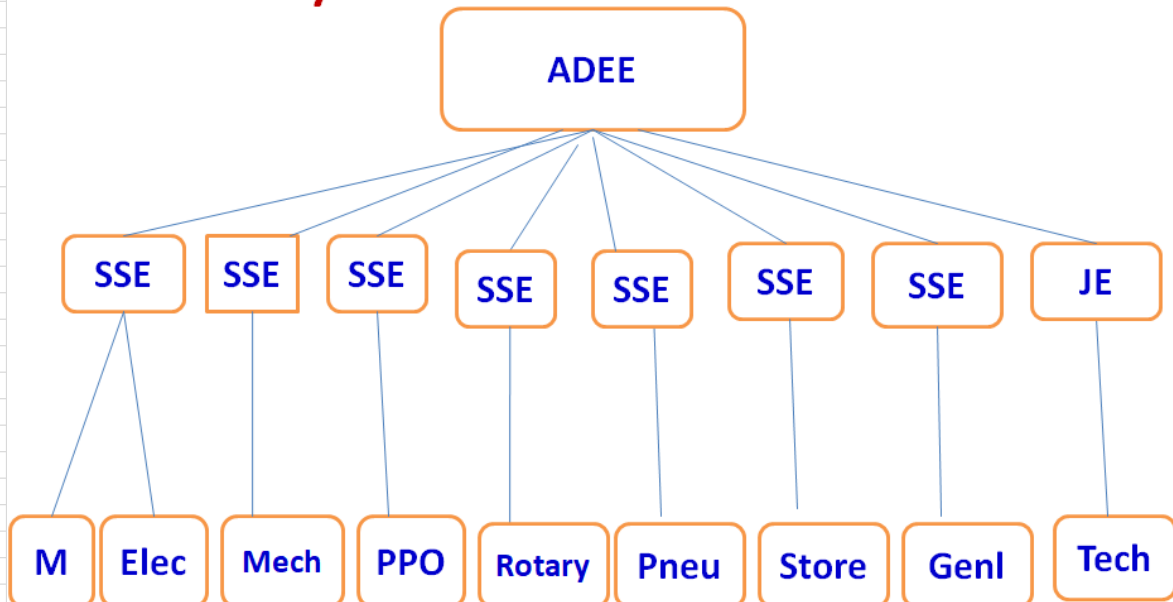
Sub section	Information Sought	Remark
4 (b) (i)	The particulars of its organization, functions and duties	MEMU Car Shed concerned with Preventive and Breakdown Maintenance activities of MEMU (Mainline Electrical Multiple Units) Cars and Overhauling of Assemblies / Subassemblies and it is headed by Additional Divisional Electrical Engineer. Function & duties: a) Schedule inspections i.e. Trip Schedules, IA Schedules, IC Schedules of MEMU rakes. b) Cleaning / Washing of Coaches. c) Under gear examination of Coaches. d) Un-schedule repairs and lifting attention of MEMU coaches. e) After POH attention of all coaches. f) Handling the problems, which arise in the course of the operation of MEMU rakes as per objectives, goals and priorities laid down from time to time. g) Safety in train operations. h) Economy and efficiency in MEMU services Organization chart is enclosed here under as Annexure - A
4 (b) (ii)	The powers & duties of its officers & employees	Officers: Act as per the schedule of powers delegated by Railway Board & carrying out all works related to Maintenance of MEMU coaches Staff: All MCS/RJY 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. Duties a) Schedule inspections i.e. Trip Schedules, IA Schedules, IC Schedules of MEMU rakes. b) Cleaning / Washing of Coaches. c) Under gear examination of Coaches. d) Un-schedule repairs and lifting attention of MEMU coaches. e) After POH attention of all coaches. f) Handling the problems, which arise in the course of the operation of MEMU rakes as per objectives, goals and priorities laid down from time to time. g) Safety in train operations. h) Economy and efficiency in MEMU services Duties are enclosed here under in Annexure - B
4 (b) (iii)	The procedure followed in the decision making process, including channels of supervision and accountability	Procedure followed as per General & Subsidiary Rules, Maintenance Manuals, Accident Manuals, Schedule of Powers, Policy Circulars / letters / Instructions / Joint Procedure orders, etc., issued from Railway Board, Zonal & Divisional office from time to time.
4 (b) (iv)	The norms set by it for the discharge of its functions	
4 (b) (v)	The rules, regulations, instructions, manuals, held by it or under its control or used by its employees for discharging its functions	Procedure followed as per General & Subsidiary Rules, Maintenance Manuals, Accident Manuals, Schedule of Powers, 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	
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	There is no provision for consultation, representation by the members of the public in relation to the formulation of its policy or implementation thereof.
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	No such provision exists.
4 (b) (ix)	A directory of its officers and employees	-----
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 pertains to MCS/RJY
4 (b) (xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of each programme	Not pertains to MCS/RJY
4 (b) (xiii)	The particulars of recipients of concessions, permits or authorizations granted by it	Not pertains to MCS/RJY

4 (b) (xiv)	The details in respect of the information, available to or held by it, reduced in an electronic form	Not pertains to MCS/RJY
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	Not pertains to MCS/RJY
4 (b) (xvi)	The names, designations and other particulars of the Public Information Officers	Appellate Authority – Rly. Auto No. : Office Ph.No. : APIO - Rly. Auto No. : Office Ph.No. :
4 (b) (xvii)	Such other information as may be prescribed, and thereafter update these publications every year	No such other information prescribed for MCS/RJY.

Annexure - A

Organization Chart

MCS/RJY ORGANIZATION CHART



In addition to above 01 SSE/Drg and 02 office superindents are working under control of ADEE/MCS/RJY

Annexure - B

Activities of MCS/RJY

Activities of MEMU Car Shed, Rajahmundry

- Schedule inspections i.e. Trip Schedules, IA Schedules, IC Schedules of MEMU rakes.
- Cleaning / Washing of Coache
- Under gear examination of Coaches.
- Un-schedule repairs and lifting attention of MEMU coaches.

	After POH attention of all coaches.	
	Types of Schedules & Periodicity	
S.NO	Type of schedule	Periodicity
(i)	Under-gear examination/Brake system attention / BPC renewal at Pit line.	7 days or 3500 Kms whichever is earlier
(ii)	Trip Inspection	15 days
(iii)	IA Schedule	60 (+ 0 / -5) days
(iv)	IC Schedule	240 (+ 0 / -10) days
(v)	POH	18 months
	MEMU Services	
1	RJY-BZA	
2	BZA-GDR-TPTY	
3	TPTY-GDR-RU-GDR-BZA	
4	BZA-RJY-VSKP-COA	
5	COA-BZA-TEL-GNT-TEL-BZA-TEL-GNT	
6	GNT-TPTY-GNT	
7	GNT-BZA-BDCR-BZA-RJY	
8	RJY-BZA-OGL-GNT-BZA	
9	BZA-TEL-BZA-GNT-OGL-BZA-DKJ-KZJ	
10	KZJ-DKJ-BZA-GNT-BZA-BTTR	
11	BTTR-MAS-GDR	
12	GDR-BZA-COA	
13	COA-VSKP-VZM	
14	VZM-VSKP-CHE-PSA-VZM-VSKP-RJY	
15	BTTR-MAS-BTTR (MEMU Express 17237/17238)	