

## Rajbhasha Department

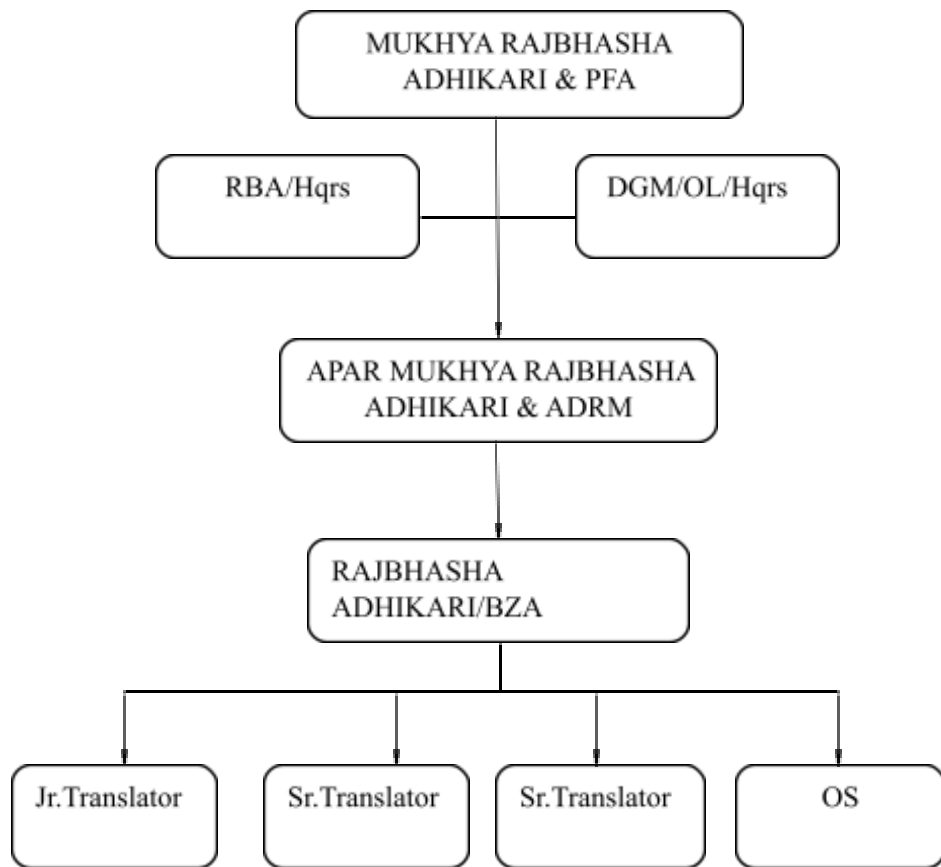
### Information in reference to section 4 (b) of RTI ACT 2005

Sub section	Information Sought	Remark
4 (b) (i)	The particulars of its organization, functions and duties	<p>Rajbhasha Department is to ensure compliance of official language policies over Vijayawada Division. It is headed by Apar Mukhya Rajbhasha Adhikari &amp; ADRM/OP.</p> <p><b>Function &amp; duties:</b></p> <p>(i) Various official language activities are organized under the official language implementation such as organizing official language meetings, Hindi workshops, Hindi technical seminars, anniversaries of Hindi litterateurs, etc.</p> <p>(ii) It is also necessary to ensure compliance of the official language policies received from the Headquarters and Railway Board.Safety in train operations.</p> <p>Click here (Annexure-I) to see <a href="#">Organisation chart</a></p>
4 (b) (ii)	The powers & duties of its officers & employees	<p><b>Officers:</b> Rajbhasha officers are responsible for smooth functioning of activities entrusted to Rajbhasha department viz organizing of Meetings, Seminars, Workshops etc.</p> <p><b>Staff:</b> All Rajbhasha staff have to perform duties of Rajbhasha Implementation, Translation of SWR, GWR, Section 3(3) documents etc.</p>
4 (b) (iii)	The procedure followed in the decision making process, including channels of supervision and accountability	Procedure followed as per Rajbhasha Policies issued from Head quarter & Railway Board, 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	Rajbhasha Acts and Rajbhasha Rules are adhered by Rajbhasha Department and it is also ensured that implementation of Rajbhasha Policy Circulars / letters / Instructions issued from RailwayBoard, Headquarter from time to time.
4 (b) (vi)	A statement of the categories of documents that are held by it or under control	The Rly. Board Policy Circulars, Important letters from the Board and Ministry of Home Affairs, etc.
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)

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.
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	<b>Public Information Officer:</b> Sri G.R.Sudheer Kumar (Sr. Divisional Personnel Officer), Contact no. : 68300, 0866-2573904
4 (b) (xvii)	Such other information as may be prescribed, and thereafter update these publications every year	NIL
4(1)(b) (xviii)	Incumbency position in Department of Revenue	Not applicable



## ANNEXURE-II

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Rly Phone No.</b>	<b>CUG</b>	<b>E-Mail</b>
04	Sri Asha Mahesh Kumar	Rajbhasha Adhikari	68314	9701373083	rbabza@gmail.com

राजभाषा विभाग का मुख्य कार्य है कि राजभाषा नीतियों का अनुपालन करना है।

राजभाषा कार्यान्वयन के अंतर्गत विभिन्न राजभाषा गतिविधियां आयोजित होती हैं जैसे राजभाषा बैठकें, हिंदी कार्यशालाएं, हिंदी तकनीकी संगोष्ठियां, हिंदी साहित्यकारों की जयंतियां आदि का आयोजन करना। इसके अलावा मुख्यालय तथा रेलवे बोर्ड से प्राप्त राजभाषा नीतियों का अनुपालन करना है।

All Rajbhasha staff have to perform duties of Rajbhasha Implementation, Translation of SWR, GWR, Section 3(3) documents etc.

The Rly. Board Policy Circulars, Important letters from the Board and other departments, etc.

Rajbhasha officers are responsible for smooth functioning of activities entrusted to Rajbhasha department viz organizing of Meetings, Seminars, Workshops etc.