

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,	Electrical TRSO Organisation is located in DRM Office, near Vijayawada Railway station and is concerned with Train Operation related to loco crew for day to day traffic requirements for running of trains and is headed by Senior Divisional Electrical Engineer/Op. Function & duties: a) Arranging of crew for train operations. b) Planning and imparting training to crew and loco inspectors at prescribed duration c) Carrying trip inspections to electric locomotives at both trip sheds. d) Loco planning for trains. e) Imparting training to all staff and supervisors of TRS, TRSO and TRD departments. 1.Sr.DEE/OP/BZA (Sri. S. Muni Reddy) 2.ADEE/OP/BZA (Sri. G. Ratnam) 3.ADME/P/BZA (Sri. P. S. Subrahmanyam) 4.Principal/ETTC/BZA (Sri.G.H. N. Chowdary)
4(1)(b) (ii)	The powers and duties of officers and employees	Officers: Act as per the schedule of powers delegated by Railway Board & carrying out all operations works related to crew for electric and diesel Locomotives. Staff: All TRSO 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
4(1)(b) (iii)	The Procedure followed in the decision making process including channels of supervision	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(1)(b) (iv)	The norms set by it for the discharge of its function	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(1)(b) (v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees	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(1)(b)(vi)	A statement of the categories of documents that are held by it or under its control.	As per general & subsidiary rules, operating manual, accident manual, station working rules. 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	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(1)(b)(viii)	A statement of the boards, councils, committees and other bodies 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(1)(b)(ix)	A directory of its officers and employees.	Directory of TRSO organization is enclosed as ANNEXURE-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.	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(1)(b)(xi)	Budget allocated to each of its agency indicating the particulars of all pans, proposed expenditures and reports on disbursements made.	The budget is not a permanent one and keeps changing as per priorities and needs each year. Expenditure is done in various works. 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.	Not applicable

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.	Not applicable			
4(1)(b)(xvi)	The names, designations and other particulars of the Public Information Officers.	Appellate Authority –ADRM/BZA Rly. Auto No. : Office Ph.No. : 08662767002 APIO – Sr.Divisional Electrical Engineer (TRSO) Rly. Auto No. : 67300 Office Ph.No. : 0866-2767300			
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			

ANNEXURE-A

Sl. No.	Name of the Officer	Designation	Railway Phone Number	CUG Phone Number	Mail ID
1	S.Muni Reddy	SR.DEE	67300	9701373301	srdeetrsopbza@gmail.com
2	G.H.N.Chowdary	PRINCIPAL/ETTC	67430	9701373312	srdeetrsopbza@gmail.com
3	G.Ratnam	ADEE/OP	67323	8688404539	srdeetrsopbza@gmail.com
4	P.S.Subramanyam	ADME/Power	67902	9701373403	srdeetrsopbza@gmail.com