

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,	Organization chart will be provided on the Website.
4(1)(b) (ii)	The powers and duties of officers and employees	The schedule of power of officers for "Execution of different work" are as per "SOP" part "(A)" "(B)" "(C)" "(D)" "(E)" "(F)" "(G)" "(H)" & "(I)" etc.
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.
4(1)(b) (iv)	The norms set by it for the discharge of its function	Abides by Indian Railway Stores Manual and guidelines issued by Rly. Board 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 by Indian Government 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.	No Provision Exists
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.	SCR Stores Website
4(1)(b)(x)	Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	Not Applicable
4(1)(b)(xi)	Budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	Not Applicable

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, HEMRAJ MEENA (Sr. Divisional Material Manager, Asst.Public Information Officer, Stores, Contact Nos. 67004 (Rly), 0866-2573260, srdmmbza@gmail.com
4(1)(b)(xvii)	Such other information as may be prescribed and thereafter updated these publications every year	Information related to Tenders, press related important News etc are also available on www.wr.indianrailways.gov.in .
4(1)(b)(xviii)	Incumbency position in Department of Revenue	Not Applicable