

**MECHANICAL WORKSHOP, NER, GORAKHPUR**  
**Suo Moto disclosure under Section 4(1) (b) of RTI Act**

(i)	The particulars of its organization functions and duties.	Mechanical Workshop Organization chart (attached). Functions and duties – Mechanical rolling stock related activities.
(ii)	The power and the duties of its officers and employees.	Power are as per Model Schedules of Power (SOP) 2018, NER. Duties: rolling stock related activities
(iii)	The procedure followed in the decision making process including channels of supervisions and accountability.	Decision making process is made by Railway Board which is followed.
(iv)	The norms set by it for the discharges of its functions.	Norms as per extant rules and guidelines.
(v)	The rules and regulations instructions manuals and record held by it or under its controlled or used by its employees for discharging its functions.	The rules and regulations as contents in Codes and Manuals are present on NER 's website.
(vi)	A statement of categories of documents that are held by it or under its control.	<b>Categories of documents:-</b> Budget, Fund, Expenditure, Audit matters, MCDO, RTI, Award, shield Untoward incident & unusual, POH programme, inspection, training, MP, MLA & Parliament, Industrial relations, Safety measures, Rajbhasha, meeting, Vigilances, Misc. Report Statements etc.
(vii)	The particulars of any arrangement that exists for consultation with or representation by, the member of the public in relation to the formulation of its policy or implementation thereof.	Policies is framed by Railway Board.
(viii)	A Statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its parts or for the purpose of its advice and as to whether meeting of those. Boards, councils, committee and other bodies are open to the public, or the minutes of such meeting are accessible for public.	No such Boards councils committee and other bodies have been constituted in this offices.
(ix)	Directory of its officers and its employees.	Telephones directory is prepared and circulated by S&T dept.
(x)	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.	Monthly salaries are paid by Personnel and Account Branch.

(xi)	The budget allocated to each of its agency, including the particulars of all plans, proposed expenditure and reports of disbursements made.	The budget is controlled by Accounts Department.
(xii)	The manner of execution of subsidy programmes including the amount allocated and the details of its beneficiaries of such programmes.	There are no such subsidy programmes executed by this office.
(xiii)	Particular of receipts of concession permits or authorizations granted by it.	Concessions, permits or authorization is not granted by this office.
(xiv)	Details in respects of the information available to or held by it , reduce in an electronic form.	Codes and Manuals in electronic form are present on NER website.
(xv)	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading rooms, if maintained for public use.	There is no Public library or reading rooms in this office.
(xvi)	The name designation and other particulars of the public information officers.	Rahul Mishra, Dy. CME/Works, NER Mechanical workshop /Gorakhpur.

# ORGANISATION CHART

