

NER Mechanical Department

Suo Moto Disclosure under Section 4(1)(b) of RTI Act

SN	Items	Remarks
(i)	The particulars of its organization, Functions and duties.	Mechanical Organization Chart (attached) Functions and duties:- Mechanical rolling stock related activities.
(ii)	The power and the duties of its officers and employees.	Powers are as per Model Schedule of power (SOP) NER. Duties:- Rolling stock related activities.
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability.	Decision making process is made by Railway Board which is followed.
(iv)	The norms set by it for the discharge of its functions.	Norms as per extant rules and guidelines.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	The rules and regulations as contained in Codes And Manuals are present on NER website. https://ner.indianrailways.gov.in/view_section.jsp?lang=0&id=0,1,1073
(vi)	A statement of categories of documents that are held by it or under its control.	Categories of documents:- Budget, Fund, Expenditure, Audit matters, MCDO, RTI, Award, Shield, Untoward incident & Unusual, POH programme, Inspection, Training, MP, MLA & Parliament, Industrial relations, Safety measures, Rajbhasa, Meetings, Vigilance, Misc, Reports, 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.	Policy is framed by Railway Board.
(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 Boards, councils, committees and other bodies have been constituted in this office

(ix)	Directory of its officers and employees.	Telephone directory is prepared and Circulated by S&T department.
(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	Monthly salary is paid by Personal & Accounts 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 amounts allocated and the details of beneficiaries of such programmes.	There are no such subsidy programmes executed by this office.
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it.	Concessions, permits or authorizations is not granted by this office
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form	Codes And Manuals in electronic form are present on NER website. https://ner.indianrailways.gov.in/view_section.jsp?lang=0&id=0,1,1073
(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.	There is no Public library or reading room in this office.
(xiv)	The names, designations and other particulars of the Public information officers.	Rajesh Awasthi - CME/Plg & FAA Manoj Kumar Srivastava – Secy to PCME and PIO N E Railway Gorakhpur-273012