

Documents Published by Ministry of Railways (under Section 4 (1) (b) of the Right to Information Act, 2005)

Documents, which the Public Authorities are required to publish (under Section-4 (1) (b) of the Right to Information Act, 2005)			
Item	Particulars	Branch (es)	Status
(i)	The particulars of its organization, functions and duties	O & M	The information is readily available and forms part of Board's MOP. Duties of this Ministry are indicated in allocation of Business of Rules, 1961 and organizational structure and top management is indicated in 'Annual Reports & Accounts' published by Stat. & Econ. Directorate every year.
(ii)	The powers and duties of its officers and employees	O & M	The duties performed by the Officers are the same as that of supervisory and decision making. Already forms a part of the MOP. The detailed duty list is given in the booklet " Consolidated List of Subjects " dealt with by the various Branches. Besides the booklet, Office Orders are also issued from time to time whenever any changes in the duty list of Officers/Branches are undertaken. Such office orders are readily available with O&M.
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	O & M	The procedure/norms set for discharge of functions is as per the provisions contained in various codes/manuals. For general office procedure, there is an MOP . The procedure for channel of submission of the cases is given in para-32 of Chapter-IV, Part-II of the MOP. The general procedural instructions are also reiterated/issued from time to time and are available with O&M.
(iv)	the norms set by it for the discharge of its functions		
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its	All the Directorates and Branches	A number of rules, regulations, instructions, codes, manuals, Acts, etc have already been published and in use by the railway employees for

	functions;		discharging their functions.
(vi)	A statement of the categories of the documents that are held by it or under its control;		A statement indicating the details of the Directorates/Branches and the documents pertaining to them is attached .
(vii)	the particulars of any arrangements that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof;	OL PG Vigilance	The Committees set up by the Ministry call for the suggestions from the public from time to time. Railway Hindi Salahkar Samiti includes the members of the public also. The details of Public Grievances Redress Machinery and that of Vigilance Organisation available on the Railways are published every year in the Railway Time Tables to enable the members of the public to make representations or complaints, if any.
(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;	ERB-I Parl. OL B(C) RCC	Passenger Amenities Committee, Committee on Godhra Fire Incident , Committee on Arbitration System of Indian Railways.. Although these Committees call for suggestions from the public, their meetings and the minutes thereof are not open/accessible to public. There are certain in-house committees (constituted for specific purposes and fixed tenures), comprising of Railway Officers without any involvement of the public. These Committees stand dissolved once the Reports are submitted. Formal and Informal Consultative Committee of MPs (constituted by the M/o Parliamentary Affairs) presided by MR. The Minutes & the ATR

			<p>thereon are circulated to the MPs by the M/o Parliamentary Affairs and not made public by the M/o Railways.</p> <p>Railway Board Official Language Implementation Committee under CRB Its meetings and the minutes thereof are not open/accessible to public. However, persons, associated with the propagation and development of Hindi, are included in the Railway Hindi Salahkar Samiti under MR. The minutes of its meeting are also not for the use of the public.</p> <p>Parliamentary Committees such as, PAC, RCC, Estimates Committee, Standing Committee. The M/o Railways has no role in the constitution or convening meetings of these committees as also in the decision regarding accessibility of Public to the proceedings, etc.</p>
(ix)	A directory of its officers and employees;	Telecom G branch	A telephone directory of officers has already been published by Tele branch. As regards the directory of employees, (G) branch maintains the names, designation and addresses of the employees.
(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	Cash-I Cash-II Cash-III	Monthly salary bills of officers and staff have already been computerized and proper record is being maintained.
(xi)	the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made;	Budget Accounts	Complete details of allotments made are published by Budget branch every year and submitted to Parliament, print/electronic media and also placed on rail-net for

			dissemination to public at large. These documents are Budget speech, Highlights, Work, Machinery & Rolling Stock Programme, Demand for Grants, etc Accounts Directorate compiles the disbursement and expenditure reports.
(xii)	the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Budget Commercial Stat & Econ	The Ministry of Railways has not undertaken any specific subsidy programme. However, a Chapter on 'Social Service Obligation' explaining the cross subsidization policies is included in the Year Book published every year by Stat & Econ Directorate and forms a part of the Budget documents.
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it;	Commercial T&C TT	Details regarding concessions to passengers are published every year in the Railway Time Tables. Instructions regarding authorization of travel agents and the policy regarding allotment of stalls, etc. already exist. Concessions are also given to retain and attract additional goods traffic in accordance with the rates circulars issued from time to time.
(xiv)	the details in respect of the information, available to or held by it, reduced in an electronic form;	IT	Information relating to organization, its evolution, budget speech, budget highlights, tourist facilities, passenger information, train information, availability of accommodation, status of tickets, internet booking of tickets, a number of codes/manuals, seniority list, etc. have already been made available on IR website.
(xv)	the particulars of facilities available to citizens for obtaining information, including working hours of a library or reading room, if	Commercial Directorate	The information relating to the facilities available to the rail users are disseminated through the Railway Time Tables, the Railway Websites and the

	maintained for public use.		Facilitation Centre.. The library is basically for the use of railway employees. However, a temporary access may be allowed on receipt of a specific request to this effect.
(xvi)	the names, designations and other particulars of the Public Information Officers;	RTI Cell.	The information collected by the RTI Cell under the PIO, Railway Board. Details from all the Railways, Production & other Units, PSUs, etc have since been received and compiled.