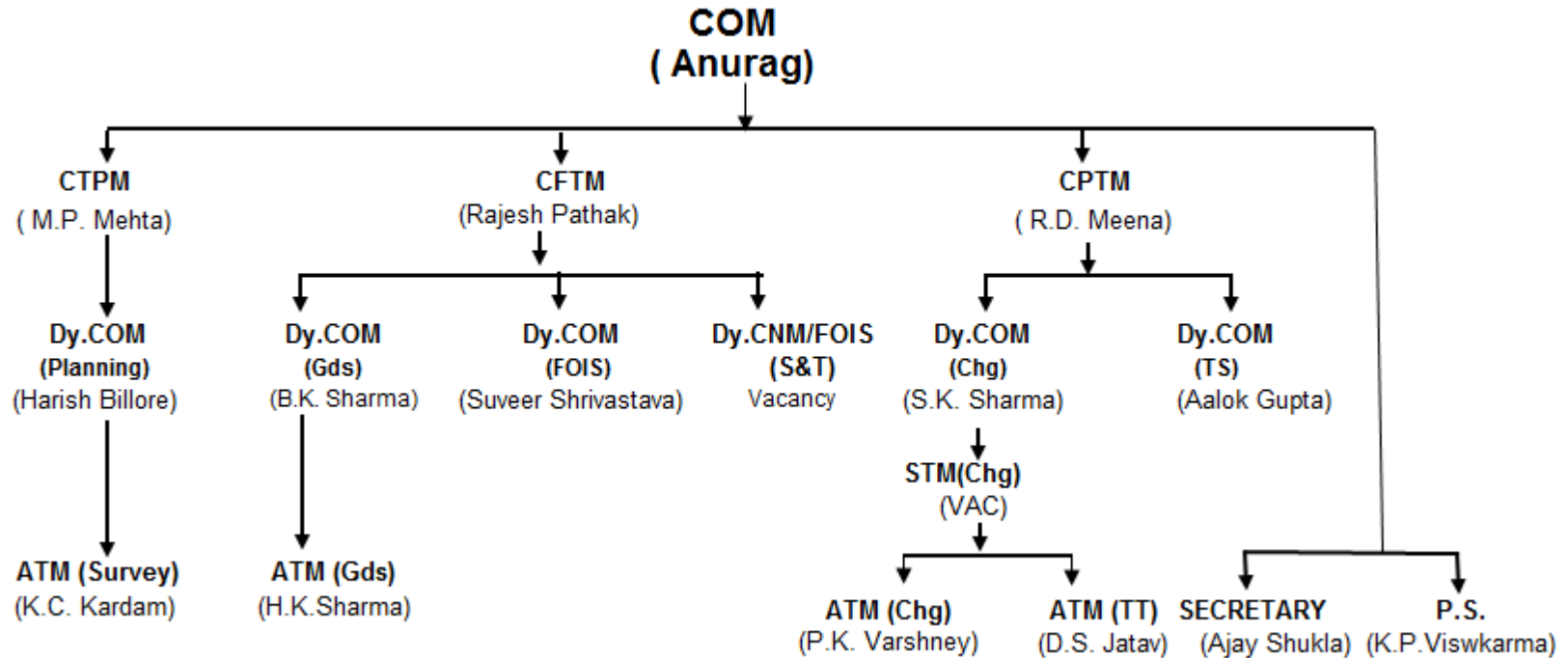


Detail for clause 4(b) of chapter II of Right to Information Act 2005 regarding 'Office of the Chief Operations Manager' West Central Railway is as under :-

1:- Particulars, function and duties of the officers :

(a) Organizational chart of COM/WCR's office is as below:



(b) Officers in Operating Department:

COM	-	Sri Anurag
CTPM	-	Sri M.P.Mehta
CFTM	-	Sri Rajesh Pathak
CPTM	-	Sri R.D.Meena
Dy.COM (Cog)	-	Sh. S.K.Sharma
Dy.COM(TS)	-	Sh. Aalok Gupta
Dy.COM (PIg)	-	Sh. Harish Billore
Dy.COM (FOIS)	-	Sh. Suveer Srivastava
Dy. COM (Gds)	-	Sh.Basant Kumar Sharma
ATM (TT)	-	Sh Dhanraj Singh
ATM (Gds)	-	Sh. H.K.Sharma
ATM (Cog)	-	Sh. P.K.Varshney
ATM (Survey)	-	Sh. K.C.Kardam
Dy.CNM (FOIS)	-	Vacancy

2:- Function and Duties of the Officers of Operations Branch posted at present is as under:

(1) Chief Operations Manager -

Chief Operations Manager is the administrative Head of train operations branch of WCR under GM WCR. He is responsible for Traffic planning, Freight train operation, Passenger train operation and operating safety, through the teams headed by Chief Transportation Planning Manager, Chief Freight Transportation Manager and Chief Passenger Transportation Manager. He holds overall managerial responsibility and exercise control over operation (passenger and freight) in the railway, as a whole. His office ensures compliance of policies and guidelines laid down by the Railway Board (Ministry of Railways) and are promptly followed and implemented in the system. He is authorized officer for amendment, framing and enforcement of subsidiary rules of WCR. He is revising authority for operating, operating running and loco running staff.

(2) Chief Transportation Planning Manager -

CTPM is the head of planning organization of Operating department. He is responsible for approval of traffic facilities works, infrastructure developmental activities, Issuing of RTC, finalization of drawing, transfer and posting of non-gazette staff and assists COM in disposal of DAR cases of Gr. 'C' staff of the Railway. He co-ordinates with private sectors for setting up of new private railway siding for upcoming projects.

(3) Deputy Chief Operations Manager – Planning -

He assists CTPM in all matters pertaining to traffic planning matters. He assists in dealing with private sectors, approval of yard plans, co-ordinates with divisions for identification and preparation of traffic facilities works, infrastructure developmental activities, Doubling, Electrification of the section and training /seminar for officers. He assists to identify congested section and remove constraints.

(4) Assistant Transportation Manager - Survey -

Assisting CTPM and Dy.COM (Plg) in matters related to survey. He also handles works related to traffic facility, approval of yard plans, preparation of Line Capacity Statement, Gauge conversion, Doubling, electrification of section.

(5) Chief Freight Transportation Manager -

He is responsible for freight train operation on WCR, which includes planning and handling of freight loading and unloading on West Central Railway. He co-ordinates with adjoining railways and Railway Board on day-to-day basis for freight movement. He also co-ordinates and gives directions for inter divisional and inter railway movements.

(6) Deputy Chief Operations Manager- FOIS -

He is in-charge of FOIS and other IT related issues in the office. He co-ordinates with Railway Board and divisions for progressive computerization of freight operation. Ensures maximum availability of information of correct operating data and generation of management reports in the system. He is responsible for progressive installation of FOIS on the system. Imparts training operational acquaintance of FOIS and other related projects to divisional and headquarter staff.

(7) Deputy Chief Operations Manager–Goods -

He assists CFTM in planning, monitoring and co-ordinates freight operations on West Central Railway. Plans freight movement, freight loading and unloading on West Central Railway. Conducts conference with divisions and issues guidance/instructions to controls at division and Headquarter. Monitors daily indents position and supply of wagons under the PTS in force. Issues approvals for diversion/rebooking of rakes on the system, under the rules in force.

He is Nodal Officer under RTI act for matters related to Operating department.

(8) Deputy Chief network Manager –

He is an officer on deputation from S&T department. He looks after connectivity of FOIS, COIS, and other related issues of networking and data com equipments.

(9) Assistant Transportation Manager-Goods -

Assisting CFTM and Dy.COM (Goods) in freight management. Analyses the data and positions received from divisions and monitors daily freight operations through respective divisional controls and central control. Put up important messages/orders received in central control from Divisions/Railway Board for granting approval/permission and orders from higher management. Check implementation of orders in the system of operation.

(10) Chief Passenger Transportation Manager -

He is the Head of Coaching organization and looks after the planning, running and monitoring of movement related to Mail/Express, Passenger and Special trains on the entire West Central Railway along with operating safety. He co-ordinates with divisions of WC Railway, adjoining Railways and Railway Board in connection with the running of passenger trains. He decides the matters pertaining to Time-Tabling, augmentation of coaches in trains, introductions of new trains for which overall guideline issued by Railway Board. He monitors the punctual running of trains, analyses reasons for loss of punctuality and manages running of trains at the time of any accidents/unusual. He is assisted by Dy. Chief Operations Manager-Coaching and Senior Transportation Manager-coaching. CPTM is also head of Rules section and Man power planning in operations department.

(11) Deputy Chief Operations Manager-Coaching -

He assists CPTM in day to day passenger carrying train operation. He monitors punctual running of trains and also organize the running of special trains. He processes the matter related to time tabling, stoppages of trains and deals with various matters from MPs, MLAs, public representatives & RTI pertaining to Coaching matters.

Assistant Transportation Manager -Coaching

He handles monitoring of punctuality of all mail express and passenger trains and taking remedial actions to improve punctuality He assists CPTM for allotment of coach and stock management on day to day basis. Look after work of STM/CHG in the absence of STM CHG.

(12) Assistant Transportation Manager - Coaching –

He assists CPTM & Dy. COM (chg) in respect of allotment of reserved coaches, party coaches and running of special trains on full tariff rate bases. He processes the various demands for introduction of additional coaches / new trains. Plans for running Summer, Holiday, Mela and Pooja specials. He also organizes and monitors the running of military specials and VIP movements.

(13) Deputy Chief Operations Manager–Traffic Safety -

He handles works related to SR revision, traffic safety and traffic stores. He deals with matters pertaining to review and amendment to General and Subsidiary rules, Accident Manual, Block working Manual and Station working rules. He monitors the functions of Zonal Railway Training Institute / Divisional Training centers and up gradation of training facilities, Co-ordinate division and personnel department for conducting psychological test for operating category staff. Also deals with implementation of rules and recommendations like ones of High Level Committee on Disaster Management and Accident Inquiry Report, Railway Safety Review Committee, which are pertaining to operating department.

(14)Assistant Transportation Manager –Time Table

He looks after the works related to Time-Tabling, rake links of existing passengers and mail express trains and planning for rake link of new trains, including summer special, Puja special and winter special trains, provision of halts of passengers and mail express trains, Planning and expansion of use of IT and computerization in the coaching operation.

3:- POWERS, DUTIES OF OFFICERS AND EMPLOYEES

- (a) Duties of the officers are given vide (1) above. Powers pertaining to Stores, Works and General Matters have been prescribed in Schedule of powers.
- (b) Powers regarding establishment is prescribed in SOPEST.
- (c) The power for discipline and appeal matters are mentioned vide DAR rules 1968.

4:- PROCEDURE FOLLOWED IN DECISION MAKING INCLUDING CHANNELS OF SUPERVISION

(a) Works Program (Traffic Facilities Work)

WP proposals duly vetted by divisional accounts and approved by DRM are received from field units in two categories i.e. under GM's power (Costing below Rs.1 Crore) and at Railway Board's level (Costing above Rs. 1 Crore).

(b) Works proposals under GM power (Costing below Rs. 1 Crore for traffic facility work)

The proposals received from units are scrutinized by CTPM/WCR and after obtaining approval of COM/WCR, the proposals send to CPDE/WCR. CPDE/WCR sends the proposals are put up to GM/WCR by CPDE/WCR for obtaining approval and considering the lump sum budget grant, GM approves the proposals. After the approval of GM, the work features in LAW (List of approved works) book.

Works proposals at Railway Board's level (Costing above Rs 1 Crore for traffic facility work)

(a) The proposals received from units are scrutinized by CTPM/WCR and after obtaining approval of COM/WCR, the proposals are sent to CPDE/WCR. CPDE/WCR obtains the approval of GM for inclusion in PWP (Preliminary Works Program). After approval of GM, the proposals are send to FA&CAO for obtaining concurrence. After FA&CAO's concurrence, CTPM/WCR sends the proposals to CPDE/WCR for inclusion in PWP (Preliminary works program). CPDE/WCR then sends the proposals to Railway Board. Railway Board then publishes Pink book for sanctioned works. On being featured in LAW book/Pink book, detailed estimate is prepared by field unit and got vetted and sanctioned by competent authority. Mode of executing the work is decided as per SOP (Works).

(b) Procurement of Office Furniture

Requirement of the furniture is put up to COM/WCR. After obtaining administrative approval, it is sent to FA&CAO for finance concurrence. After receiving finance concurrence the indents are send to Stores department. Finance concurrence is required if cost of item is above 5000/-, if cost is more than 50000/- requisition is sent to store deptt after vetting by Accounts deptt. If furniture of a particular brand/company is needed, the PAC certificate is also requires to be attached with the requisition. Limit for sanction by PHOD is upto 3 Lakh

per year per department. If the cost of furniture is more than 3 Lakh, approval of SDGM is required. Firm who submits tender of minimum rate is given purchase order for the supply of material.

(c) Procurement of petty Materials -

As per the financial powers given in SOPGEN the proposal is put up to the concerned officer. After obtaining administrative approval the requisition is prepared and it is sent to Stores department for the supply of the material.

(d) Procedure for placing Indents for freight loading -

Indenter deposits prescribed amount @ of Rs. 500/- per wagon and Rs. 15000/- for full rake, (including service tax 3.708 %) in the goods shed /SS office. The amount is to be deposited where loading will originate. Rakes will be allotted on the basis of priority and date of registration by the Sr.DOMs of the Divisions.

(e) Allotment of Coaches and special trains

Normally coaches are required for the purpose of marriage party and other tour parties and special trains for pilgrimage and other purposes. For the allotment of coaches it is required to deposit Rs. 50000/- per coach as registration cum security deposit in the CBS/SM office from where the party wants to start the journey. Office of CPTM obtains clearance for running of coaches over other Railways and formal sanction of coaches is communicated to party concerned who prepares special ticket before 48 hours of departure. For which he has to deposit prescribed amount in the office of CBS/SM.

5:- Norms set for discharge of functions - The following norms laid down for the discharge of duties

SN	Item	Laid down norms
1.	Sending MCDO to GM	3 rd of every month
2.	Sending MCDO to MT	15 th of every month
3.	Reply to General references	within 30 days
4.	Reply to Railway Board's references	within 15 days
5.	Reply to VIP references	within 7 days
6.	Public references	within 15 days
7.	Revenue Budget	
i.	August Review	Target as given by RB
ii.	Revised Estimate	Target as given by RB
iii.	Final Modification	Target as given by RB
8.	Line Capacity statement	August every year
9	Food grain loading	5 th of every month
10	Monthly appreciation report	5 th of every month
11	Monthly statement No. 14&15 (yard statistics)	5 th of every month

6:- Rules, Regulations, Instructions, Manuals, Records used

- (a) Circulars and other guidelines issued by RB (b) General and Subsidiary Rules
- (c) Operating Manual (d) Accident Manual
- (e) LAW book (f) Pink book
- (g) Establishment Manual (h) Disaster Management
- (i) Safety bulletin (j) MCDO
- (k) Statistical Data (l) Duty list
- (m) SOPGEN (n) SOPEST
- (o) Line capacity and utilization (p) Block working Manual
- (q) Safety circulars (r) Tender

7:- Statement of categories of documents held

Statements related to: -

- (a) Goods section
- (b) Coaching section
- (c) Planning section
- (d) Establishment
- (e) Safety

8:- Details of arrangement of consultation / representation of public in policy formation or implementation

Operating department's dealing is mainly with public, the Representations of public are received by the following ways:-

- (a) Through ZRUCC
- (b) Consultation with DRUCC, which is held at divisional level, the detailed report, is sent to HQ.
- (c) Representation received from MP, MLA, Government officials and public by any mode.

9:- Statement of boards, councils, committees constituted as its part

None

10. Directory of officers

SN	Name S/Shri	Design	Railway		DOT		Mobile No.
			Office	Resi	Office	Resi	
1.	Anurag	COM	54200	51040	2677726	2621117	9752415900
2.	M.P.Mehta	CTPM	54204	51034	2677067	2620136	9752415901
3.	Rajesh Pathak	CFTM	54205	51024	2677089	2620775	9752415003
4.	R.D.Meena	CPTM	54206	51017	2628456	2677012	9752415902
5	S.K.Sharma	DyCOM(C)	54207	54017	2629571	2623022	9752415903
6	Aalok Gupta	Dy.COM (TS)	54213	58022	2677925	2678856	9752449658
7	Harish Billore	Dy.COM (Plg)	54215	66864	2624234	4051864	9752415904
8	Suveer Srivastava	DyCOM (FOIS)	54212	58077	2677935	2600716	9752449672
9	Basant Kumar Sharma	DyCOM (Gds)	54208	53500	2624089	2621009	9752415907
10	-	STM(Cog)					
11	Dhanraj Singh	ATM(TT)	54227	51105			9752415913
12	H.K.Sharma	ATM(Gds)	54225				9752415912
13	P.K.Varshney	ATM(Cog)	54266				9752415915
14	K.C.Kardam	ATM (Survey)	54214				9752415914
15	-	Dy.CNM (FOIS)	54216				
16	A.K.Shukla	Secy to COM	54228	54540			9752415909
17	K.P.Vishvakarma	P S to COM	54234				9752415911