

RIGHT TO INFORMATION ACT - 2005

Information of Western Railway HQ Stores Department to reference to Section - 4 (1) (b) of Right to Information Act - 2005.

Item	Description	Information
i.	The particulars of its organization functions and duties.	The Material Management Department has an integrated responsibility in respect of all material, Managements functions covering purchase, inspection, warehousing distribution and inventory control. It is as also responsible for the disposal of obsolete/scrap material. The purchase function is mainly centralized in HQ Office situated at Churchgate, Mumbai. The Stores Department function under the Administrative Control of COS assisted by 3 - CMM's, 10 - Dy.CMM's, 1 - Dy.CME, 1 - Dy.CSTE and other purchase officers in Head Quarter. Warehousing function (receipt, stocking, distribution) and scrap Disposal is handled through 3 Stores Distt. With Headquarter at Mahalaxmi, Dahod & Sabarmati under control of Dy.CMM's which cover all Stores Depots of Western Railway. In addition to this the Divisional Material Management Organization, functioning under Sr.DMM's / DMM's in each of the divisions of Western Railway are set up to attend the materials requirements of the divisions. 4 - ADMM's are also posted at four major divisions viz. BCT, BRC, RTM & ADI to assist Sr.DMM's / DMM's to discharge their duties more effectively. There are 6 Divisional Stores Depots located on the 6 division of Western Railway, mainly for distribution of consumable Stores, Uniforms Stationary, Book & Forms.
ii.	The Powers and Duties of its Officers and Employees.	The powers are per Schedule of Power laid down by Railway Board, and duties as mentioned above at Sr. No. (i)
iii.	The procedure followed in the decision making process, including channels of supervision and accountability.	Decision making is based as per the Store Code, Store Manual, Schedule of Powers and time to time Guidelines / Instructions issued by Railway Board. Channel of Supervision is done by Dealing Clerks, Section In charges and Officers at their respective level.
iv.	The norms set by it for the discharge of its function.	The norms followed are based on Store Code, Store Manual, Schedule of Power and Railway Board Guidelines / Instructions issued time to time.
v.	The rules regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.	As detailed in Store Code, Store Manual, Schedule of Power, Railway Board Guidelines / Instructions issued from time to time. Rules for entering into supply contracts.
vi.	A Statement of the categories of documents that are held by it or under its control, the public in relation to the formulation of its policy or implementation thereof.	The policy letters are available at Railway Board's Site.
viii.	A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as it part or for the purpose of its advice, and as to whether meetings of those boards councils, committees and other bodies are open to public, or the minutes of such meetings are accessible for public.	Details available at Railway Board's website.
ix.	A directory of its officers and employees.	Details available at Western Railways website.

x.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	As per extent rules laid down in Establishment Manual.																																										
xi.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures.	Available at Accounts Site.																																										
xvi.	The names, designations and the other particulars of the public information officers.	<table border="1"> <thead> <tr> <th></th> <th>AA</th> <th>CPIO</th> <th>APIO</th> </tr> </thead> <tbody> <tr> <td>Name</td> <td>Shri. Dayal Arya</td> <td>Shri. M.P.Wagh</td> <td>Shri. Atul Sharma</td> </tr> <tr> <td>Gender</td> <td>Male</td> <td>Male</td> <td>Male</td> </tr> <tr> <td>Designation</td> <td>CMM/Sales</td> <td>Dy.CMM/Adm</td> <td>Secy to COS</td> </tr> <tr> <td>Address</td> <td>R.No.407, Stores Branch, HQ Office, CCG.</td> <td>R.No.438, Stores Branch, HQ Office, CCG.</td> <td>R.No.418, Stores, HQ Office, CCG</td> </tr> <tr> <td>Pin Code</td> <td>400 020</td> <td>400 020</td> <td>400 020</td> </tr> <tr> <td>Phone</td> <td>22472</td> <td>22474</td> <td>22486</td> </tr> <tr> <td>Railway Phone : P&T</td> <td>(022)22017522</td> <td>(022)22030186</td> <td>(022)22097546</td> </tr> <tr> <td>Mobile</td> <td>9004490752</td> <td>9004490763</td> <td>9004490786</td> </tr> <tr> <td>Email</td> <td>cmmsales@wr.railnet.gov.in</td> <td>dycmmadm@wr.railnet.gov.in</td> <td>secycos@wr.railnet.gov.in</td> </tr> </tbody> </table>				AA	CPIO	APIO	Name	Shri. Dayal Arya	Shri. M.P.Wagh	Shri. Atul Sharma	Gender	Male	Male	Male	Designation	CMM/Sales	Dy.CMM/Adm	Secy to COS	Address	R.No.407, Stores Branch, HQ Office, CCG.	R.No.438, Stores Branch, HQ Office, CCG.	R.No.418, Stores, HQ Office, CCG	Pin Code	400 020	400 020	400 020	Phone	22472	22474	22486	Railway Phone : P&T	(022)22017522	(022)22030186	(022)22097546	Mobile	9004490752	9004490763	9004490786	Email	cmmsales@wr.railnet.gov.in	dycmmadm@wr.railnet.gov.in	secycos@wr.railnet.gov.in
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xvii.	Such other information as they may be prescribed and thereafter update these publications every year.	<table border="1"> <thead> <tr> <th></th> <th>AA</th> <th>CPIO</th> <th>APIO</th> </tr> </thead> <tbody> <tr> <td>Name</td> <td>Shri. Dayal Arya</td> <td>Shri. M.P.Wagh</td> <td>Shri. Atul Sharma</td> </tr> <tr> <td>Designation</td> <td>CMM/Sales</td> <td>Dy.CMM/Adm</td> <td>Secy to COS</td> </tr> <tr> <td>Address</td> <td>R.No.407, Stores Branch, HQ Office, CCG.</td> <td>R.No.438, Stores Branch, HQ Office, CCG.</td> <td>R.No.418, Stores, HQ Office, CCG</td> </tr> <tr> <td>Pin Code</td> <td>400 020</td> <td>400 020</td> <td>400 020</td> </tr> <tr> <td>Phone</td> <td>22472</td> <td>22474</td> <td>22486</td> </tr> <tr> <td>Railway Phone : P&T</td> <td>(022)22017522</td> <td>(022)22030186</td> <td>(022)22097546</td> </tr> <tr> <td>Mobile</td> <td>9004490752</td> <td>9004490763</td> <td>9004490786</td> </tr> <tr> <td>Email</td> <td>cmmsales@wr.railnet.gov.in</td> <td>dycmmadm@wr.railnet.gov.in</td> <td>secycos@wr.railnet.gov.in</td> </tr> </tbody> </table>				AA	CPIO	APIO	Name	Shri. Dayal Arya	Shri. M.P.Wagh	Shri. Atul Sharma	Designation	CMM/Sales	Dy.CMM/Adm	Secy to COS	Address	R.No.407, Stores Branch, HQ Office, CCG.	R.No.438, Stores Branch, HQ Office, CCG.	R.No.418, Stores, HQ Office, CCG	Pin Code	400 020	400 020	400 020	Phone	22472	22474	22486	Railway Phone : P&T	(022)22017522	(022)22030186	(022)22097546	Mobile	9004490752	9004490763	9004490786	Email	cmmsales@wr.railnet.gov.in	dycmmadm@wr.railnet.gov.in	secycos@wr.railnet.gov.in				
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