

IMPLEMENTATION OF RIGHT TO INFORMATION ACT 2005

This handbook containing the information on **Electrical Headquarter** is prepared as per the Chapter II under section 4(1) (b) of Right to Information Act 2005.

(i) Particulars of organization, functions and duties

Electrical Department of Western Railway is responsible for the operation and maintenance of the Electrical assets, as well as construction activities involving electrical installations.

- **Electrical Rolling stock** – Operation and maintenance of Electric Locomotives, electrical multiple units and Mainline electrical multiple units etc.
- **Electrical Traction Distribution installations** – Operation and maintenance of Traction Substations, Switching stations and Traction overhead power supply systems and Supervisory Control & Data Acquisition systems etc.
- **Electrical General Services** – Operation and maintenance of Train Lighting and Air-Conditioning equipments in Coaches - Operation and maintenance of HT & LT Power Distribution, Standby generators power backup systems, Lighting, Ventilation, Air-Conditioning, Lifts, Escalators and Pumping in Stations, Offices, Workshops, Railway colonies, Railway Hospitals, Passenger Reservation systems, Level crossing gates etc.

Chief Electrical Engineer is the Principal Officer of the Electrical Department. He is assisted by Chief Electrical Services Engineer, Chief Electrical Loco Engineer, Chief Electrical Distribution Engineer, Chief Electrical Traction Engineer and Chief Electrical Engineer (Works), Chief Electrical Engineer (Construction), Chief Electrical Engineer (RS). He also functions as the Electrical Inspector to Government of India for Western Railway.

Periodical overhauling of coaching stock is done at the following Workshops,

- Lower Parel Carriage Workshop
- Bhavnagar Workshop

Periodical overhauling of Electric Multiple Unit is done at the following Workshops,

- EMU Workshop, Mahalaxmi

Maintenance of Electric Locomotives is done at the following Loco sheds,

- Electrical Loco Shed, Valsad
- Electrical Loco Shed, BRC
- Electrical Loco trip Shed - Mumbai Central, Bandra Terminus, BRC, RTM, ADI

MTR & POH of Electric Locomotives & POH of MEMU is done at the following Workshops,

- Loco, Carriage & Wagon Workshop, DHD

Maintenance of Electric Multiple Units is done at the following car sheds,

- EMU Car Shed, Mumbai Central
- EMU Car Shed, Virar
- EMU Car Shed, Kandivali

Maintenance of Main Line Electric Multiple Units is done at the following car sheds,

➤ MEMU Shed, Vadodara

Power supply for Railway Electric Traction is availed from MSEDCL, DGVCL, MGVCL, UGVCL, MPPKVVCL, M/s TATA and RGPPL.

Power supply for General Services is availed from Maharashtra State Electricity Distribution Co. Ltd (MSEDCL), Gujarat Vitran Co. Ltd (GVCL), Madhya Pradesh Paschim Kshetra Vidyut Vitran Co. Ltd (MPPKVVCL), Ajmer Vidyut Vitran Nigam Ltd (AVVNL), Bombay Electric Supply & Transport (BEST), Reliance Energy Ltd (REL), Torrent Electric Co. Surat (TSEC), Torrent Electric Co. Ahmedabad (TAEC), TATA Electric Company (Traction Supply).

(ii) Power and duties of officers and employees;

The powers are delegated internally as per the 'Schedule of Powers' issued by General Manager for speedy disposal of cases. Since this department does not have direct interface with the public, elaborate statement of duties/powers are not relevant.

(iii) The procedure followed in the decision making process, including channels of supervision and accountability;

Major policy decisions taken by Railway Board are implemented at Zonal levels. For certain minor policy decisions and local working instructions powers are delegated to Zonal Railways and at Divisional level. The matters referred to Headquarters are dealt by PHODs, HODs and Dy.HODs.

The officers and staff are accountable to their senior officers as per the procedures of codes, manuals and master circulars on technical and financial aspects. As far as this Department is concerned matters directly related to public in general are very limited and hence the detailed procedures of decision making are not elaborated.

(iv) The norms set for the discharge of functions;

Norms for discharge of functions are laid down through various Rules, Manuals, guidelines, instructions and special maintenance instructions issued by Railway Board and other Technical bodies like RDSO. These instructions are followed for efficient working of electrical assets. Periodical and surprise inspections at various levels are carried out to ensure the Railways objective of safe and smooth running of trains.

(v) The rules, regulations, instructions, manuals and records, held by or under control or used by employees for discharging functions;

These manual are available on Indian Railway Website www.indianrailways.gov.in/railwayboard.

PART A – Act

- **Railway Board Act, 1905**
- **The Railways Act, 1989**
- **Railway Protection Force Act, 1957**

PART B – Codes

- Indian Railways Administration and Finance an Introduction
- Indian Railways Code for the Accounts Department Part - I
- Indian Railways Code for the Accounts Department Part - II
- Indian Railways Finance Code Volume - I
- Indian Railways Finance Code Volume - II
- Indian Railways Establishment Code Volume- I
- Indian Railways Establishment Code Volume - II
- Indian Railways Code for Traffic (Commercial) Department
- Indian Railways Code for the Stores Department Voulume - I
- Indian Railways Code for the Stores Department Volume - II
- Indian Railways Code for the Engineering Department
- Indian Railways Code for the Mechanical Department (workshops)
- Railways service (Pension) Rules - 1993
- Operating Manual for Indian Railways

PART C - Manuals

- Indian Railways Establishment Manual Volume-I
- Indian Railways Establishment Manual Volume-II
- Indian Railway Commercial Manual Volume-I
- Indian Railway Commercial Manual Volume-II
- Indian Railways Work Manual
- Indian Railways Permanent Way Manual
- Manual for fusion Welding of Rail By the Alumino-Thermic Process
- Manual For Flash Butt Welding of Rails
- Manual to Glued Insulated Rail Joints
- Indian Railways Manual of AC Traction Maintenance and Operation Volume- I
- Indian Railways Manual of AC Traction Maintenance and Operation Volume-II (Part- I)
- Indian Railways Manual of AC Traction Maintenance and Operation Volume-II (Part-II)
- Indian Railways Manual of AC Traction Maintenance and Operation Volume - III
- Compendium of Instructions on AC & TL Coaches
- Indian Railway Medical Manual Volume-I
- Indian Railway Medical Manual Volume-II
- Indian Railway Small Track Machine Manual
- Indian Railway Telecommunication Manual
- Indian Railways Track Machines Manual - RDSO
- Signal Engineering Manual Part - I
- Signal Engineering Manual Part - II

Others

- Rules for entering into Supply Contracts
- Manual of Statistical Instructions Voulume - I
- Manual of Statistical Instructions Volume - II

(vi) A statement of the categories of documents that are held by it or under control;

Various records pertaining to day to day maintenance activities, Railway Board's policy guidelines, Instructions and Special Maintenance Instructions issued by RDSO and various Codes & Manuals which are meant for carrying out official jobs and for internal correspondence. These are mainly meant for dealing with operation and maintenance of Railway assets and not of interest to general public.

(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of policy or implementation thereof;

Major Policy decisions are taken at Railway Board level after due discussions in the Parliament. Thus elected representatives of the public have their say in major policy decisions and its implementation.

(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 specific boards, councils, committees and other bodies are constituted for Electrical Department of Western Railway. However, for the Zonal Railway as a whole, a forum of Zonal Railway User's Consultative Committee is in existence, which makes certain suggestions from the user's point of view including items pertaining to Electrical Department also. Meetings of this consultative committee are not open for the public, but the minutes of the meeting can be made available to public under the Right to Information Act.

(ix) A directory of officers and employees;

Designation	Name	Office	
		Railway	MTNL
CEE	Shri D K Sharma	22900	22014183
CESE	Shri A B Mendhekar	22901	22016813
CEDE	Shri V K Gameti	22903	22017999
CELE	Shri Hitendra Malhotra	22905	22056192
CETE	Shri Sanjay Agarwal	22904	22077256
CEE(C)	Shri Y P Singh	22906	22014294
CEE(W)	Shri V V Kokate	22902	22033472
CEE(RS)	Shri M G Dhamangaonkar	23595	22016857
DyCEE(TRD)	Shri Brij Raj	23051	22030113
DyCEE(Loco/OP)	Shri D K Rathi	22910	22030112
DyCEE(Loco)	Shri Abhimanyu Seth	22907	22030130
Secy to CEE	Shri Manoj Tiwari	22911	22097482
SEE(C&C)	Shri Shakeel Ahmed	22937	22030134
SEE(RS)	Mrs. Kalpana Meena	22977	
AEE(P)HQ	Shri Hemant Sisodia	22916	--
AEE(Plg)HQ	Shri S K Patil	22935	--

(x) The monthly remuneration received by each of officers and employees, including the system of compensation as provided in regulations;

As per Central Govt. rules based on the accepted recommendations of the VI Pay Commission and allied instructions.

(xi) **The budget allocated to each agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;**

The budget allocations for revenue and capital expenditure are issued as part of budget document by Railway Board at the Railway Budget every year. These documents are generally uploaded in the Indian Railways website www.indianrailways.gov.in/railwayboard.

(xii) **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

Not Applicable

(xiii) **Particulars of recipients of concessions, permits or authorizations granted by it;**

Not Applicable

(xiv) **Details in respect of the information, available to or held by it, reduced in an electronic form;**

Links are provided for the documents which are available in Electronic form.

(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;**

Not Applicable

(xvi) **The names, designations and other particulars of the Public Information Officers;**

S. No	Name & Designation	Nominated as	Phone No. (Office)	
			BSNL	RAILWAY
	Shri Sanjay Agarwal Chief Electrical Traction Engineer	AA(Appellate Authority)	22077256	22904
	Shri D K Rathi Dy. Chief Electrical Engineer/LOP	Chief Public Information Officer (CPIO)	22030112	22910
	Shri Shakeel Ahmed Senior Electrical Engineer (C&C)	Assistant Public Information Officer (APIO)	22030134	22937

Office of the Chief Electrical Engineer

Electrical Branch, Headquarters Office,
5th floor, Churchgate Station building,
Churchgate, Mumbai 400020.

xvii) **Such other information as may be prescribed and thereafter update these publications within such intervals in each year as may be prescribed.**

NIL