

CARRIAGE WORKSHOP, NORTH WESTERN RAILWAY, JODHPUR

RTI GUIDELINES

Month : Feb – 2016

1. The particulars of its organization, functions and duties.

BRIEF HISTORY OF THE JODHPUR WORKSHOP

The Railway Workshop and Stores at Jodhpur were built in the year 1886 under the aegis of Jodhpur Bikaner Railway (JBR) to cater for all sorts of engineering works. Chief Foremen was incharge of the workshop. Maintenance & Repair of rolling stock was its basic work at that time. However, other associated works such as construction of roofs for Balotra Station, making-up of signals for new lines, manufacturing of conservancy carts for the municipality and construction of a number of doors, windows and various petty repair jobs for the His Highness 'Durbar' of Jodhpur & Bikaner and persons connected with the States were also taken in hand.

During the first world war, 15 locomotives per year were attended for their maintenance & repair. In addition to this locomotive work, maintenance of coaches and wagons was introduced on a regular basis after the Second World War. At the same time, the level of Workshop in-charge post was upgraded from Chief Foremen to Chief Mechanical Engineer.

In the year 1952, when State Railways merged into Indian Railway, the Workshop became part of Northern Railway.

In the year 1969, this workshop was made under the control of Dy. CME.

In the year 2002, it became part of North Western Railways.

Since 25 Feb 2004 this workshop is under the control of CWM.

A Basic Training Centre is attached to this workshop to conduct refresher courses for Skilled artisans. In addition to this, training is also being imparted to Intermediate apprentices, Trade apprentices, Candidates appointed on compassionate ground and through RRB/RRC.

CONTRIBUTIONS AT THE NATIONAL LEVEL BY CARRIAGE WORKSHOP, JODHPUR

JU workshop was pioneer in Train Lighting when electric lighting was started on experimental measure on Jodhpur Bikaner Railway in 1887. In 1902 the system was extended to all main line trains

This workshop manufactured Arms and Defense spares during world wars I and II, Indo-China and Indo-Pak wars.

JU workshop introduced VISTODOM Roofing in Narrow Gauge Coaches for tourists

The coaches of the JOY RIDE TRAIN, being run in the Zoological Park at Delhi were manufactured by this workshop.

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RTI GUIDELINES

Month : Feb – 2016

JODHPUR WORKSHOP AT A GLANCE

Total Area	:	28.5 Acre (115339 Sq. Meter)
Total Covered Area	:	55817 Sq. Meter
Rail Track within Workshop	:	5400 Meter
Road within Workshop	:	1758 Meter
Power requirement	:	850 KVA
Availability of Stand by Power	:	920 KVA
No. of M&P	:	363 Nos.
Present outturn	:	87 BG Coaches / Per Month (17AC+70 Non AC)
Water Pumping Capacity	:	350 KL/Hr
Water Storage Capacity	:	3337 KL
Overhead Tank Capacity	:	250 KL
Health unit	:	01 Nos.
Address	:	Carriage Workshop North Western Railway Jodhpur 342001
Telecommunications	:	0291-2432140
Fax	:	0291-2610496

CARRIAGE WORKSHOP, NORTH WESTERN RAILWAY, JODHPUR

RTI GUIDELINES

Month : Feb – 2016

2. The power and duties of its officers and employees.

North Western Railway Workshop, Jodhpur is a Periodical Overhauling unit for BG AC and Non-AC coaches under the administrative control of Chief Workshop Manager. The Power and Duties of various officers and staff members are as under –

P O W E R S A N D D U T I E S

Chief Workshop Manager (CWM)

Overall Incharge of all operations in Jodhpur Workshop

Appellate Authority for the Jodhpur workshop

Allocates responsibility and authority of Officers and coordinates their activities

Exercise financial powers as per 'Schedule of power'

(A) MECHANICAL

(i) Dy Chief Mechanical Engineer (Dy CME)

Over all In-charge of mechanical activities of the workshop

Public Information Officer for the Jodhpur workshop

To conduct survey of scrap materials along with Dy CMM/JU

Chief safety officer for the workshop

Coordinates development works

Exercise financial powers as per 'Schedule of power'

(ii) Works Manager (WM)

Responsible for all activities related to resolve customer complaints in Jodhpur workshop and for identifying corrective/preventive action, where necessary

Monitors Progress of RSP work and modifications

Over all incharge of the Coach POH Shops

Identifies training needs of SSE In-charges with in his control

Conducts trade test for employees in Artisan cadre

Condemnation of materials and M&P as per 'Schedule of power'

(iii) Assistant Works Manager (AWM)

Controls the activities of the manufacturing shops under his control

Assistant Public Information Officer for the Jodhpur Workshop

Conducts trade test for employees in Artisan cadre

Assessment of the work orders placed by the Division and placing work orders on a particular shop in Jodhpur workshop and arranging for the approval of the competent authority

Monitoring the supply of wheels and axles to division

To study and revise the AAC of the materials time to time on need basis.

Monitoring the procurement of materials through stores

CARRIAGE WORKSHOP, NORTH WESTERN RAILWAY, JODHPUR

RTI GUIDELINES

Month : Feb – 2016

(B) ELECTRICAL

(i) Dy Chief Electrical Engineer

Nodal Officer for the electrical department

Incharge of all electrical activities of the coach maintenance under his control

Identifies training needs in Electrical Department

Responsible for power supply to the Workshop

Exercise financial powers as per 'Schedule of power'

(ii) Workshop Assistant Electrical Engineer (WAEE)

He assist the Dy Chief Electrical Engineer in his working

Conducts trade test for employees in Artisan cadre

(C) PERSONNEL

(i) Senior Personnel Officer (SPO)

Nodal Officer for the personnel department

Incharge of all activities of personnel department including staff welfare, health care etc.

Defines organization, responsibility and authority in Personnel Department

Responsible for adhering to statutory compulsions concerning Jodhpur workshop, such as Payment of Wages Act, Workmen compensation Act

Responsible for industrial relations activities

Exercise financial powers as per 'Schedule of power'

(D) FINANCE & ACCOUNT

(i) Senior Assistant Finance Advisor (SAFA)

Nodal Officer for the Accounts Department

Incharge of overall activities of Accounts Department

Exercise financial powers as per 'Schedule of power'

(ii) Senior Assistant Finance Advisor (AFA)

He assist the Senior Assistant Finance Advisor in his working

(E) ENGINEERING

(i) Executive Engineer (XEN)

Nodal Officer for Engineering works for workshop

Carrying out all works under the Plan Head – 42

Carrying out Workshop engineering works under the Plan Head – 430

CARRIAGE WORKSHOP, NORTH WESTERN RAILWAY, JODHPUR

RTI GUIDELINES

Month : Feb – 2016

Carrying out Zonal Contract works

Exercise financial powers as per 'Schedule of power'

(F) STORE

(i) Dy Chief Material Manager (Dy CMM)

Nodal Officer for Store Depot Jodhpur

Exercise financial powers as per 'Schedule of power'

Overall In-charge of all operations in Jodhpur Store depot

(ii) Senior Material Manager (SMM)

He assist the Dy Chief Material Manager in his working

(iii) Assistant Material Manager (AMM)

He assist the Senior Material Manager in his working

(G) SUPERVISORS

(i) Senior Section Engineer Incharges (SSE)

Incharge of individual shops.

Responsible for keeping records, Drawings and Work instructions.

Distribution of Man Power, allotment of machines and arrangement of Material for their shop/section

Responsible for general administration of the shop

(ii) Junior Engineers (JE)

They assist the Senior Section Engineers in their working

(H) Employees

Each of the employees is assigned a specific work by his incharge, which he/she has to complete within a defined time frame and with adequate quality.

3. The procedure followed in the decision making process, including channels of supervision and accountability.

Procedure followed in decision making process :

As per Railway's Mechanical Code, Establishment code, Finance code, stores code and Railway board and HQs directives

Channels of supervision and accountability :

See Organization Chart at the last page

CARRIAGE WORKSHOP, NORTH WESTERN RAILWAY, JODHPUR

RTI GUIDELINES

Month : Feb – 2016

4. The norms set by it for the discharge of its functions.

Norms are followed as per guidelines given in the Coach Maintenance Manual and instructions issued by RDSO, ICF, RCF, Ministry of Railways and Zonal Headquarter.

5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

Every branch of this Workshop has an authorized codebook and being followed by that branch in its working. Related record held under the control of branch officer.

6. A statement of the categories of documents that are held by it or under its control.

Various types of documents maintained many levels for every workstation

7. The particulars of any arrangement that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

Policies are not formulated at workshop levels. However, implementations of each and every policy directives of Railway Board or NWR HQ's are ensured with immediate effects

8. 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 meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.

This type of facility not available in this Workshop

9. A Directory of its officers and employees.

OFFICERS

AS ON 29.02.2016

Name	Designation	Rly. Phone		BSNL		AIRTEL
		OFFICE	RESI.	OFFICE	RESI.	CUG
Sh. N. S. Patiyal	CWM	44250	44251	2432140	-	9001198450
Sh. S. S. Yadav	Dy. CME	44252	44169	2624597	-	9001198451
Sh. M. K. Meena	Dy. CEE	44359	44255	2624758	-	9001198455
Sh. Lalit Sharma	WM	44260	-	2430595	-	9001198452
Sh. A. K. Sharma	SPO	44790	-	2433658	-	9001198454
Sh. S. K. Verma	APE	44256	-	2624587	-	9001198453

CARRIAGE WORKSHOP, NORTH WESTERN RAILWAY, JODHPUR

RTI GUIDELINES

Month : Feb – 2016

Vacant	AWM	44256	-	2624587	-	001198211
Sh. P. R. Verma	WAEE	-	-	-	-	9001198458
Sh. K. L. Gupta	SAFA	44354	-	2430193	-	9001198457
Vacant	AFA	44354	-	-	-	9001198459
Sh. L. C. PUNIA	XEN	44548	44475	-	-	9001198254
Sh. B. L. Meena	Dy. CMM	44760	-	2430299	-	9001198771
Sh. Prathvi Singh	SMM	44764	-	2430195	-	9001198772
Vacant	AMM	44764	-	2430195	-	9001198774

STD CODE	RLY - 098	BSNL - 0291
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10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

OFFICERS

AS ON 29.02.2016

S. No.	Designation	Pay Scale	Grade Pay	Sanctioned Cadre
1	Chief Works Manager	37400-67000	10000	01
2	Dy. Chief Mechanical Engg.	15600-39100	6600*	-
3	Works Manager	15600-39100	6600	-
4	Asst. Production Engineer	9300-34800	5400	01
5	Asst. Works Manager	9300-34800	4800	-
6	Dy. Chief Electrical Engineer	15600-39100	8700	-
7	Asst. Workshop Elect. Engg.	9300-34800	4800	01
8	Sr. Personnel Officer	15600-39100	6600	-
9	Sr. Asst. Finance Advisor	15600-39100	6600	-
10	Asst. Finance Advisor	9300-34800	4800	01
11	Executive Engineer	15600-39100	6600	-
12	Dy. Chief Material Manager	37400-67000	8700	01
13	Senior Material Manager	15600-39100	6600	01
14	Assistant Material Manager	9300-34800	5400	01
	TOTAL			07

*Note – A Charge Allowance of Rs. 1500 payable to Dy. CME.

CARRIAGE WORKSHOP, NORTH WESTERN RAILWAY, JODHPUR

RTI GUIDELINES

Month : Feb – 2016

- 11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and report on disbursements made.**

Figure in Thousands

Demand No.	Revenue Demand	2014- 15			2015 - 2016 (Up to Jan-16)					Reason for Variation
		Final Budget Grant (FBG)	Actual Expenditure	Variation	OBG 15-16	Budget Proportionate	Actual Expenditure	Variation	% Variation	
03	General Superintendence & Services	117947	117947	0	113691	94743	91200	-3543	-3.74	Control Over Expenditure
06	Repair and Maintenance of Carriage & Wagon	834608	834607	-1	1116224	930187	712913	-217274	-23.36	Control Over Expenditure
07	Repair and Equipment Maintenance	101361	100961	-400	98090	81742	81235	-507	-0.62	Control Over Expenditure
11	Staff Welfare and Working Expenditure	19663	19663	0	25839	21533	14655	-6878	-31.94	Control Over Expenditure
12	Misc. Working Expenditure	1526	1527	1	2138	1782	1645	-137	-7.67	Control Over Expenditure
13	PF, Pension & other retirement benefits	12363	11303	-1060	14516	12097	11962	-135	-1.11	Less Voluntary Case Received
	Grand Total	1087468	1086008	-1460	1370498	1142084	913610	-228474		

CARRIAGE WORKSHOP, NORTH WESTERN RAILWAY, JODHPUR

RTI GUIDELINES

Month : Feb – 2016

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

----- **NIL** -----

13. Particulars of recipients of concessions, permits or authorizations granted by it.

----- **NIL** -----

14. Details in respect of the information, available to or held by it, reduced in an electronic form.

----- **NIL** -----

15. 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.

----- **NIL** -----

16. The names, designations and other particulars of the Public Information Officers.

	APPELLATE AUTHORITY	PIO	APIO
NAME	Sh. N. S. Patiyal	Sh. S. S. Yadav	
DESIGNATION	Chief Workshop Manager	Dy. CME	
Residential Address	Railway Bungalow No D-23A Rotary Circle, Jodhpur	Rly. Bungalow No D-11, Residency Road, Near Medical Circle, Jodhpur	Plot No. 33, Gali No. 1, Kamla Nehru Colony, New Power House Road, Jodhpur
E-mail	--	--	--
Contact Nos. Office	0291 - 2432140 098 - 44250 Rly.	0291-2624597 098-44252 Rly.	0291-2624587
Contact No. Residence	--	0291-2431651	0291-2614933
Mobile	+919001198450	+919001198451	+919001198453
FAX No.	0291-2610496	0291-2624597	--

Right to Information Cell	BSNL - 0291-2631176	Railway - 44272
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CARRIAGE WORKSHOP, NORTH WESTERN RAILWAY, JODHPUR

RTI GUIDELINES

Month : Feb – 2016

ORGANISATION CHART - CARRIAGE WORKSHOP, JODHPUR

