

IMPLEMENTATION OF RIGHT TO INFORMATION ACT 2005 Clause 4(1) (b)

CIVIL ENGINEERING DEPARTMENT

i. **The particulars of its organization, functions and duties:-**

Civil Engineering Department of the Railway deals with construction and maintenance of Civil Engineering structures of the Railway e.g. Track, Bridges, tunnels, Buildings(Office, Residential Service), sheds, steel structures, water supply & sewerage disposal systems etc.

The connected responsibilities also include preparation of Works Programme for track and other works, procurement of various track items etc. Management of Civil Engineering Contracts and Land Management etc.

The maintenance wing of Civil Engineering Organization is headed by the **Principal Chief Engineer** and the construction wing, by **Chief Administrative Officer (Constn)**.

PRINCIPLE CHIEF ENGINEER is assisted by number of Chief Engineers in the Zonal Headquarter.

CHIEF ADMINSTRATIVE OFFICER/CONSTRUCTION is assisted by number of Chief Project Managers (CPMs) in Headquarter and field.

The Chief Engineers in turn are assisted by Dy.Chief Engineers, Executive Engineers and Assistant Engineers etc. at the officers level.

These officers are responsible for getting the instructions of Railway Board implemented in their jurisdiction by framing action plans and monitor their implementation.

Organization chart

The brief particulars of the duties and functions of Chief Engineers' in Principal Chief Engineer's office are as follows:

- **Chief Track Engineer**
Oversee the maintenance of track by divisions for safe and smooth running of trains including timely renewal of over aged assets. Preparations of Works Programme for track renewals and monitor their progress.
- **Chief Bridge Engineer:**
Oversee the maintenance of bridges by divisions. Scrutiny of Bridge registers of Major/Important Bridges. Preparation of action plan and monitor execution of major repairs and rehabilitation works for bridges. Fabrication of steel work for bridges and other structural items. Nodal officer for Plan Head-32.
- **Chief Engineer (Track Machine)**
Maintenance and deployment of track machines for track maintenance works.
- **Chief Planning & Design Engineer**
Officer- in charge of Works Programme for the zone, Expenditure control and Revenue budget of Engg. Deptt., issuing of Standard schedule of rates and specification for works and materials etc.

- **Chief General Engineer**

All matters Related to Audit, parliamentary questions, PNM, PREM, ZRUCC meetings, Legal matters and court cases, References from MR, MP, MLA, and RB and issues related Heritage, Leasing of private houses etc., Land Management, Contract Management including Arbitration etc. deposit works, private sidings, Training of Civil Engineering Technical Staff, Afforestation, Tree plantation and horticulture etc.

- **Chief Engineer/RSW**

Sanction, monitoring and execution of Construction of Road over/Under Bridges in lieu of busy level crossing qualifying for replacement by ROB/RUB. Works Programme for Plan Head-30 (Road Safety works). Provision of new & upgrading of level crossing. Processing of ROB/RUB agreements with NHAI/MoRTH.

- **Chief Engineer/ Track Procurement**

All matters Related to Procurement of Track fittings, Concrete Sleeper plants, Procurement and maintenance of Small Track Machines, Innovations, Modernization & Technological Advancements in All Related Fields etc.

- **Chief Engineer/Station Development**

All policy matters and monitoring items related to Maintenance, Water supply, Drainage, Sanitation, development works for Stations, covered under Major Upgradation or ABSS. Execution of all planned development works at Stations(excluding Track 7 Bridge works)

- **Chief Engineer/Works**

All policy matters and monitoring items related to Maintenance, Water supply, Drainage, Sanitation development etc for service building & Residential quarters including Corporate Welfare Plan & colony care Committees etc., etc., Management and implementation of IR water policy,2017 etc.

ii. **Power and Duties of its officers and employees**

The Broad duties of Sr. Officers are enumerated above, those of the middle level and assistant level officers are as decided by the Sr. Officers. The powers are also delegated internally according to the level of officers for speedy disposal of cases. Since the department does not have direct interface with the public elaborate statement of duties/powers of Officers are not relevant.

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

The decisions which have wider implications are taken at the highest level as mentioned above, in line with the Railway Board's guidelines/instructions. The decisions for local issues are taken by middle and Sr. middle management level i.e. upto Chief Engineer's level. The facts collected at Assistant levels are investigated, compiled and analyzed at the middle/Sr. middle management levels and the decisions are taken at Chief Engineer's/ Principal Chief Engineer's level. The officers and staff are accountable to their superior officers and also to the extent as laid down in Codes and Manuals on some technical and financial subjects.

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

The basic norms are speedy disposal/processing of cases to monitor and maintain efficient working of the Civil Engineering Wing in the divisions and the establishment in Headquarters so as to ensure the Railway's objective of ensuring safe and smooth running of trains and to monitor inspection of Civil Engineering structures as laid down in Codes and Manuals at various levels and to confirm schedules of action plan assigned to the department.

v. The rules, regulations, manuals and records, dealt by it or under its controls or used by its employees for discharging its functions

1) Engineering Code. 2) Indian Railway Finance Code. 3) Indian Railway P.Way Manual. 4) USFD Manual. 5) LWR Manual. 6) Track Manual Vol.I & II .7) Thermit Welding Manual. 8)Track Machine Manual. 9) Indian Railway Bridge Manual. 10) Schedule of dimension. 11) Concrete Bridge Code. 12) Steel Bridge Code. 13) Bridges Rules. 14)Indian Railway Works Manual. 15) Schedule of Rates. 16) General Conditions of Contract and Standard Specifications.

vi. A statement of the categories of document that are held by it or under its control

Records/files pertaining to inspections at various levels and remedial actions, finalization and execution of contracts related to Civil Engineering Works. The policy guidelines and instructions from Railway Board, correction slips to various Codes and Manuals, Internal correspondence to carry out official jobs, which is not relevant to public at large.

vii. The particulars of any arrangement that exists for consultation with or representation by the members of the public in related to the formation of its policy or implementation thereof:

This being a technical department, supporting the business of Railway indirectly, there are no direct mechanism/arrangement for consultation with the public in formulation of its policy or implementation thereof.

viii. A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise 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:

There are no boards, councils and other bodies for giving any advice to the Department. The working has been already well defined by various Codes and Manuals, annual budget and action plans of Ministry of Railway and Railways Board's instructions issued from time to time. Only committees are formed consisting of 1, 2 or 3 members as and when required in internal discharge of functions/duties e.g. Works contracts, Arbitration etc.

ix. The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditure and reports on disbursements made:

Works are executed as per Works Programme which includes new works sanctioned based on the throw forward liabilities of old works. The funds available are specified by Railway Budget every year in Pink Book. It is not possible to furnish details and plans of all works sanctioned. Allocations and expenditure work-wise is mentioned in Pink Book &

Law Book which is uploaded. The budget allocations for revenue as well as capital expenditure are published every year after the Railway Budget.

- x. **The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes:** There are no subsidy programmes.
- xi. **Particulars of concession, permits or authorization granted by it:** Not applicable.
- xii. **Details in respect of the information available to or held by it, reduced in an electronic form:**
Links provided of the documents which are available in electronic form.
- xiii. The particulars of facilities available to citizens for obtaining the information, including the working hours of library or reading room is maintained for public use. Not applicable.
- xiv. The names, designations and other particulars of the public information officers:

Sl.No.	Name	Designation	BSNL No.	Railway No.	Mobile No.	FAX No.
1	R.R. PATEL	DY CE/B&F And Public Information Officer.	2303872	50224	8455885207	2303872

- xv. **Such other information as may be prescribed and thereafter update these publications within intervals in each year as may be prescribed:** Nil